



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	Home Base Education Provider	<b>Open Date:</b>	January 23, 2023
<b>SLT Program:</b>	Early Childhood Tracking	<b>Close Date:</b>	February 3, 2023

**Position Objective:** The focus of this position will be to provide home based education services to children who have been screened by the ECT Program and found to have 1-3 developmental delays. The following areas will utilize home based assistance services: personal, social, cognitive, adaptive, communication and motor skills. Brigance scores that are inappropriate for the child's developmental age will require services in the classroom, or in the child's home. This position will be supervised by the Director to include data file review, case management, Individual Family Service Plans (IFSP), and/or Individual Education Plans (IEP). This position will also be a part of the ECT Clinic and Screening team..

**Major Duties & Responsibilities:**

- Participate, assist, and follow up with ECT team in Individual Family Service Plan/Individual Education Plan process, screening clinics, and developmental plan for early intervention services with parents, providers, reviews and revises plan that will correspond with child's rate of growth and development.
- Assists with the coordination of the North Dakota Tracking System, Identifying and securing services for families in need, when not available in the local area.
- Confers with parents, schools, hospitals, and other agencies, ensures that the nature of disability is documents as well as risk factors.
- Schedules and conducts home visit/Head Start classroom services on a weekly basis, those parents with children in need of early intervention services.
- Reports all findings to ensure appropriate services are implemented to the children in need of home based education services.
- Will assist team with Brigance's and Ages & Stages Questionnaires.
- Responsible for organizing, maintaining current records, statistics, follow up, and preparing reports needed for the number of children that need to be rescreened.
- Assists in performing child find activities and child count data.
- Responsible for entering updated accurate data on each child being monitored using the OP (Office Practicum) Data Entry System.
- Other duties as assigned by Director of Program.

**Qualifications, Experience, and education required:**

- Preferably a Bachelor's Degree in Early Childhood Education or related field. Will consider a minimum of a two-year degree in Early Childhood or a CDA with four years of experience.
- Must have adequate transportation available.
- Must possess and maintain a current, valid, active and unrestricted North Dakota driver's license throughout the course of employment, insurable under SLT driving policy.

- Must be willing to complete all training required by Early Childhood Tracking/Health Tracks Program.
- Must have CPR/AED Certification or willing to complete required training.
- Must have knowledge of computer usage and skills.
- Must be willing to travel overnight or for longer periods if required by the program for training needs.

<b>Job Role:</b>		<b>Company Industry:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	N/A
<b>Monthly Salary Range:</b>	\$18 DOQ	<b>Manages Others:</b>	N/A
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non- exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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