



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Parent Educator assigned to Tate Topa	Open Date:	January 13, 2023
SLT Program:	Early Childhood Tracking	Close Date:	January 27, 2023

Major Duties & Responsibilities:

- Attend required training to become certified in the PAT Foundational Curriculum and model components.
- Schedule and complete at least 12 personal visits per week.
- Maintains up-to-date files on each family, prepares accurate reports, written plans and documents
- Ensure that each family participates in 75% of the offered personal visits
- Offer a monthly FACE Family Circle that focuses on child development, neuroscience, or parenting topic.
- Complete required annual screenings for each home-based child on the caseload.
- Help parents and children transition to either FACE center-based, another preschool setting, the school's Kindergarten, or to the PAT Foundation 2 curriculum.
- Is knowledgeable and shares information with families about community resources and to further their academic opportunities
- Meets weekly with the FACE team to plan and evaluate program services
- Reports to the FACE Coordinator on all matters of importance related to the FACE Program
- Other duties as assigned by FACE Coordinator and/or Principal

Qualifications, Experience, and education required:

- Minimum requirements are a HS diploma or GED and 2 years supervised work experience with young children and/or parents. Preferred qualifications are an AA Degree or 60 hours of college credit or a bachelor's degree in early childhood education.
- Is able to travel to and attend required FACE trainings
- Is able to work well as a team member to develop the full potential of all participants and also is self-motivated
- Is mature and sensitive, able to relate well to both children and adults of diverse socioeconomic and cultural backgrounds
- Treats each child, parent, and co-worker with dignity and respect
- Must have good organizational and time management skills.
- Obtains and maintains any other required certification, which may include first aid, CPR, AED, food handler's permit, physical exam, tuberculin skin test, etc.

Job Role:	Parent Educator	Company Industry:	Spirit Lake Tribe
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Employment Status:	Full- time	Supervision	None
Salary	\$15 /DOQ	Manages Others:	
Number of Vacancies:	1 full time	Classification: Exempt/Non- exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	katerid@spiritlakenation.com normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-9632	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /Copy of HS diploma or GED/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.		