



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

<b>Job Title:</b>	Parent Educator assigned to Tate Topa	<b>Open Date</b>	October 7, 2022
<b>SLT Program:</b>	Early Childhood Tracking	<b>Close Date</b>	Until Filled

**Major Duties & Responsibilities:**

- Attend required training to become certified in the PAT Foundational Curriculum and model components.
- Schedule and completes 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 topics.
- 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.
- 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.
- Able to travel to and attend required FACE training
- Able to work well as a team member to develop the full potential of all participants and 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.

<b>Job Role:</b>	Parent Educator	<b>Company Industry:</b>	Spirit Lake Tribe
------------------	-----------------	--------------------------	-------------------

<b>Employment Status:</b>	Full- time	<b>Supervision</b>	None
<b>Salary</b>	\$15 /DOQ	<b>Manages Others:</b>	
<b>Number of Vacancies:</b>	1 full time	<b>Classification: Exempt/Non- exempt</b>	
<b>Please Send Application to:</b>			
<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 701-381-9632	<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 /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.		