



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

**Job Title:**

**Family Support Provider**

**Open Date:**

**October 6, 2017**

**Position Objective: To provide assessment, support and assistance to optimize the home environment for the physical and mental wellbeing of caregivers and children through the Sacred Beginnings home visiting program for the Spirit Lake Tribe.**

### **Major Duties & Responsibilities**

- Participate in continuous quality improvement program.
- Culturally knowledgeable to fulfill the needs of the clients and the position responsibilities.
- Familiarizes self with community resources appropriate to needs of clients. Demonstrates excellent knowledge of community resources, makes referrals and provides follow-up with families to ensure that needs are met.
- Demonstrates motivation and ability to learn and apply basic counseling skills.
- Maintains a dependable, punctual work schedule appropriate to the needs of program.
- Demonstrates emotional maturity and promotes harmony and positive interactions necessary for team building.
- Works well independently.
- Treats clients, the public and staff with courtesy, respect and dignity and presents a positive public image, including but not limited to social media sites.
- Demonstrates effective oral and written communication skills in daily work.
- Work with area clinics, hospitals and agencies to ensure that parents are provided the opportunity for enrollment within program guidelines.
- Obtain written consent from families. Screen expectant mothers and newborns (up to 1 year old) utilizing Maternal Infant Early Childhood Home Visiting tools into the program
- Offer referrals for services to those who may refuse ongoing program participation
- Provide 60 minute bi-weekly home visits to enrolled families
- Maintains a minimum of 75% completed home visits for active clients
- Establish a trusting relationship with at-risk families by initiating and maintaining regular client contact.
- Provide in home parent education to program families utilizing the parents As Teachers curriculum and other parenting curricula available.
- Participate and provide parent group meeting focusing on parent/child interaction, child development, or family well-being topic once per month.
- Assist in strengthening parent-child interaction through improving parenting skills and by modeling appropriate activities during each home visit as measured by case progress notes.
- Establish family centered assessment with goals, objectives and activities within 90 days of signed participant agreement.

- Motivate families to attend program's support/educational groups.
- Transport families when necessary, using proper child and adult restraints.
- Meet with Program Supervisor weekly to ensure all services are tracked and reported as well as time for reflective practice.
- Documentation of all home visits will be completed within 24 hours of making the home visit.
- Ensure all family information, screenings, resource referrals and home visits are given to Program Supervisor as soon as they are completed.
- Maintain records, including all pertinent employment and client related items in a professional and confidential manner.
- Maintain confidentiality of family information as well as staff's confidentiality always.
- Keep Program Supervisor fully informed of activities, pertinent issues, upcoming events, and potential problems.
- Attend regularly scheduled staff meetings, case conferences, in-service training and other meetings as required.
- Participate in continuing education training and share knowledge with other team members.
- Develop a professional development plan with Program Supervisor and Program Director within one year of employment.
- Adhere to all policy and procedures of program and hiring agency.
- Must be flexible with hours of employment, to include some nights and possible weekends.
- Other duties as assigned.

**Qualifications, Experience and education required:**

The preferred candidate will possess:

**Qualifications:**

- High school diploma or equivalent.
- Ability to handle sensitive information with a high degree of integrity and confidentiality.
- Must have a valid North Dakota driver's license, full-time access to a reliable vehicle with appropriate insurance coverage (proof of insurance required), must be will willing and able to attend Parents As Teachers Training which typically involves out of state paid travel.
- Acceptable child protective service and criminal background checks


**Experience:**

- Knowledge and understanding of basic child care and parenting practices.
- Ability to follow verbal and written instruction.
- Ability to communicate effectively verbally and in writing.
- Ability to develop problem solving and practical skills.
- Ability to establish and maintain effective working relationships with others.

- Ability to establish a trusting relationship with families.
- Demonstrates maturity and experience in successfully raising/working with children.
- Demonstrates respect and sensitivity for the rights of others (especially those with differing racial, cultural or ethnic identity).
- Knowledge of community-based resources in Benson and Ramsey County.
- Ability to develop good listening skills.
- Ability to be non-judgmental.
- Ability to relate to families living in poverty.
- Ability to foster self-sufficiency, independence and well-being in families.
- Understand social media and digital storytelling.

**Ability to Travel: Yes**

**Must be willing and able to attend Parents as Teachers Training which typically involves out of state paid travel and must be willing to travel to homes in Benson and Ramsey counties.**

<b>Job Role:</b>	Family Support Provider	<b>Company Industry:</b>	
<b>Exempt/Non-exempt</b>	Non-exempt	<b>Closing Date:</b>	<b>October 13, 2017</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Program Director
<b>Monthly Salary Range:</b>	\$2,426 - \$2,947	<b>Yearly Salary Range:</b>	\$29,120 - \$35,360
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	Non-exempt

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<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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