

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Coordinator (Health / Pregnant Mothers)

EXEMPT: No	JOB CODE: 4-TS T-5 or T6
TARGET SALARY: (AA) \$13.56 to \$15.95/DOQ	SHIFT: 8:00 to 5:00
(BA) \$14.93 to \$17.56/DOQ	
PROGRAM: Early Head Start	LOCATION: ECE
REPORTS TO: Education Coordinator	

SUMMARY: Coordinate health services for children and families enrolled in the Early Head Start/ECE programs. Coordinate services to pregnant moms to ensure a healthy pregnancy and healthy birth.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Responsible for planning, coordinating and providing staff training the areas of health care/development delay to meet compliance standards for parents, volunteers and staff.

CONDUCTS Home Visits with pregnant mothers and referral process.

Designs, implements and monitors standards established for compliance with federal, local and state regulations for all children, and adults requiring physical adaptations in the Early Head Start environment.

Plans, develops, implements and monitors health service programs for Head Start children and pregnant mothers by making medical and dental appointments and other health services that may be required; coordinate health screenings, monitor results with various medical/count services as required.

Create, implement and maintain federally required data on all enrolled pregnant moms.

Recruit and sustain full enrollment for the Makah Early Head Start Pre-natal program.

Transports children/parents to medical appointments as needed, per Federal Performance Standards. Coordinate, track and document H&D services with families and makes necessary follow-up contacts.

Creates and implements on a regular basis the ECE Health Services Advisory Committee for the purpose of the planning, operation and evaluation of the Health Services Program. Coordinates and implements recommendations.

Develops and delivers safety and maintenance procedures for fire safety, classroom emergency supplies, playground safety and first aid, and emergency response or medical needs.

Responsible for creating, maintaining and implementing the Health and pregnant mothers component plans.

Compile and type information into a complex data base and generate reports as needed.

Responsible for providing breaks in Early Head Start classrooms on a daily basis.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

4-TS T5 Must have an Associate's degree (A.A.) in child development or early childhood education, equivalent coursework, or otherwise meet the requirements of section 648A(a)(3)(B) of the Act. Attach transcripts.

4-TS T6 Bachelor's degree (B.A./B.S.) in child development, early childhood education, or Elementary Education with an emphasis in early childhood; or equivalent coursework, preferred. Attach transcripts.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

Must have a current First Aid/CPR certification.

Must have a clear tuberculin test (TB) prior employment.

CDA Credentials preferred.

OTHER SKILLS AND ABILITIES

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Ability to listen, observe and record a variety of information.

Must have the ability to effectively interact with all levels of diverse work-force and clientele via telephone and personal contact, in a courteous, helpful and effective manner, contributing to a positive work environment.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary, and to work independently.

Ability to research and apply disability rules and regulations. Must be familiar with Federal Law PL 94-142, and other H&D laws and regulations to ensure service benefits.

Knowledge of community health and dental care, social services and resource agencies and ability to coordinate and document multiple services.

Ability to interpret, apply and report potential child abuse or at risk situations and follow protocol to ensure child safety as required by ICW, Tribal Laws and federal regulations.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds.

COMMENTS:

This position may require the employee to work flex hours.

This position may require occasional travel for training purpose.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: November 18, 2019
CLOSE: December 5, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.