

# SAUK-SUIATTLE INDIAN TRIBE | JOB DESCRIPTION

**JOB TITLE:** FAMILY SUPPORT/EDUCATION ASSISTANT  
**DEPARTMENT:** EDUCATION  
**SUPERVISOR:** EDUCATION DIRECTOR  
**STATUS:** HOURLY

## Summary

Under general supervision of the Education Director, this position works with families to support them in recognizing and building upon their family strengths and improving the conditions and quality of their family's life. This position also provides a variety administrative and clerical support tasks for the Education Director and other Education staff to support program goals.

## Essential Duties and Responsibilities

- Organizes and conducts ongoing recruitment to ensure full enrollment is maintained in the ECEAP classroom.
- Maintains ECEAP data in ELMS in a timely and accurate manner. Performs data reporting for enrollment, parent contact, medical and dental exams, and health screenings to meet deadlines and program standards.
- Maintains accurate records in students' files including enrollment information, checklists and surveys, documentation of referrals made and follow-ups.
- Performs all family support duties according to ECEAP program standards.
- Perform family support as needed by the families; with a minimum of 3 hours in 3 separate sessions per family throughout the school year.
- Partners with families to assist them in identifying and accessing health care providers, obtaining exams, and securing appropriate treatment and follow-up care.
- Promotes parent and community partnerships in the ECEAP program through parent meetings, parent leadership, parent professional development opportunities, newsletters, family nights and other class participation opportunities, parent volunteer opportunities, and home visits.
- Collects health and nutrition information, develops individualized child health plans in conjunction with parents and applicable medical experts.
- Works with families, local school districts, and ECEAP coworkers to ensure a smooth transition for children and families between ECEAP and Kindergarten.
- Gather parent feedback regarding program activities, plans and facilitates family events and trainings based on this feedback.
- Link or refer families to community resources.
- Provides coverage and/or assistance in the childcare program as necessary.
- Welcomes visitors by greeting them, in person or on the telephone, as well as answering or referring inquiries.
- Assists with planning, development, and executing Education Department events.
- Assists with recordkeeping and grants administration.

- Assists in ordering, receiving, stocking and distribution of department and classroom supplies.
- Assists with other clerical duties such as photocopying, faxing, filing, completing payment vouchers and requisitions and data entry.
- Attend all trainings as directed.
- Other duties as assigned.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

- H.S. Diploma or GED Required
- Associate or higher degree in adult education with the equivalent of 30 college credits in adult education, human development, human services, family support, social work, early childhood education, child development, psychology, or another field directly related to job responsibilities is Preferred. \*\*

\*\* To meet ECEAP standards, if the best candidate for the position does not have the preferred education, the newly hired staff person will be placed on a Professional Development Plan to fully meet the qualifications of their role within five years from the date of hire.

Candidate must successfully pass a urinalysis as well as a DCYF Portable Background Check and WSP criminal background check.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **Language Skills**

Ability to communicate effectively both orally and in writing. Ability to juggle multiple tasks and the ability to maintain confidentiality, professionalism and ethical boundaries with families, staff, and volunteers. Strong written, verbal and interpersonal skills.

### **Time Management**

Ability to manage time efficiently and demonstrate punctuality and reliability. Excellent ability to organize and meet deadlines.

### **Computer Skills**

To perform this job successfully, an individual should have experience using Word Processing software, Spreadsheet Software and Databases.

### **Certificates, Licenses, Registrations**

- Current valid, unrestricted Washington State driver's license
- Adult & Children First Aid/CPR (or willing to obtain within 6 months of hire)
- Blood Pathogen training (or willing to obtain within 1 month of hire)
- Valid Food Handler's Permit (or willing to obtain within 1 month of hire)
- Current negative TB Test

### **Physical Demands/Work Environment**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to lift 50 lbs. occasionally. Physically dexterity to work with small children, i.e. stooping, kneeling, crouching, reaching, grasping, standing, lifting, walking, climbing, and running quickly. Work will be performed in both inside and outside environments. The noise level in the work environment is usually moderate.

In accordance with WAC 110-300-0420, employees are prohibited from using, consuming, or being under the influence of cannabis in any form.

### **Culturally Sensitive**

This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**NATIVE AMERICAN AND VETERAN PREFERENCE APPLIES.**