



# Yurok Tribe

## Job Description

<b>JOB TITLE:</b>	Home Base Visitor		
<b>JOB GRADE:</b>	4/5	<b>REPORTS TO:</b>	Site Supervisor
<b>STATUS:</b>	Non-Exempt	<b>LOCATION:</b>	Eureka
<b>DEPARTMENT:</b>	Education	<b>DIVISION:</b>	Health and Human Services
<b>ALL HIRING IS SUBJECT TO THE YUROK TRIBE'S HIRING PREFERENCE</b>			
<b>SALARY RANGE:</b>	\$18.83-\$24.55/\$20.76-\$27.08		

### **POSITION SUMMARY:**

The incumbent is under the supervision of the Site Supervisor. The Provider is responsible for developing and implementing Home Base Services to children and families that include Federal Performance Standards: 1304.20 Child Health & Developmental Services; 1304.21 Education and Early Childhood Development; 1304.22 Child Health & Safety; 1304.23 Child Nutrition; 1304.40 Family Partnerships; 1304.53 Facilities, Materials, and Equipment; Part 1305 Eligibility, Recruitment, Selection, Enrollment, and Attendance and Part 1308 Subpart B Disabilities Service Plan. This position is responsible for understanding and following Community Care Licensing Standards at all times.

### **DUTIES AND RESPONSIBILITIES:**

1. Understand the Head Start goals/performance standards and be able to communicate them to parents and the community.
2. Work with the Family Service Coordinator, Education Coordinator, Site Supervisor, and the Head Start Manager to provide integrated program services.
3. Create a warm, accepting, and developmentally appropriate environment, which encourages the cognitive, physical, emotional, and social development of the child and family in a home setting and during socializations.
4. Uphold confidentiality of child and family information in accordance with the confidentiality policy.
5. Refer families with health, nutrition, social services, mental health, and special needs concerns to local resources and/or consult with the Family Service Coordinator or Site Supervisor as necessary.
6. Utilize Yurok tribal traditions, practices, and resources to provide culturally relevant services to children and families.
7. Must be able to implement approved curriculum and individualize for each child.
8. Understand and implement safety rules, emergency procedures and plans.
9. Substitutes in classrooms as needed.
10. Participates in scheduled team and staff meetings.
11. Must attend local and out of town meetings as requested by supervisor.
12. Performs other related duties as assigned.

### **EDUCATION/EXPERIENCE:**

1. Grade 4: Highschool diploma or GED with one year specified experience. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Grade 5: Highschool diploma or GED with two years specified experience Must have a current Home Visitor Child Development Associate Credential (CDA) and two (2) years' experience working with pre-school age children in a classroom setting or an associate degree in Early Childhood Education plus one

(1) years' experience working with children in a group or educational setting. Employee must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.

3. Candidates with equivalent combinations of education, training and experience will be considered.

**SUPERVISORY RESPONSIBILITIES:**

This position has no direct supervisory responsibilities.

**MINIMUM QUALIFICATIONS:**

1. Ability to develop and implement educational curriculum in accordance with the Head Start Performance Standards
2. Knowledge of child development and sensitive to the needs and characteristics of young children and families.
3. Must have six (6) credits in Early Childhood Education and the ability to complete a CDA or obtain an AA degree in ECE within the allotted timeframe.
4. Ability to relate well to other staff members, parents, and community members.
5. Experience in computer word processing.
6. Possess effective interpersonal and leadership skills.
7. Possess well-developed verbal and written communication skills and abilities.
8. Must be self-directed and able to initiate parent and staff activities.
9. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe's Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
3. Must pass a background investigation and fingerprint clearance.
4. This position requires compliance with the Indian Child Protection and Family Violence Prevention Act Public Law 101-630; 25 Code of Federal Regulations Part 63 – Indian child Protection and Family Violence Prevention; Crime Control Act of 1990, Employee Background Checks; and Executive Order 12968, Adjudicative Guidelines.
5. Must provide documentation of a pre-employment and annual health screening showing that the employee is free of communicable diseases and is physically capable of doing the job.
6. Must provide pre-employment documentation of a negative TB test or chest x-ray, no later than 7 days following the date of hire and every 5 years thereafter.
7. Must provide (within thirty days) documentation of immunization or immunity for all currently recommended childhood immunizations. If an employee is missing required immunizations, they must be completed within six months of hire.
8. Must provide (within thirty days) documentation of receiving Hepatitis B vaccine. The entire series of Hepatitis B immunizations must be completed within six months of hire.
9. Must possess, or be willing to obtain within 30 days, a certification in Infant & child, pediatric, Community, or Universal First Aid and CPR through a qualified EMSA training program as prescribed by Community Care Licensing. Must maintain valid First Aid and CPR cards during duration of employment.
10. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. Hours from current first aid and CPR certificates count toward this requirement. (EMSA approved training).

11. Must have a current Criminal Record Clearance with current Child Abuse Index Check on file with Community Care Licensing or provide fingerprints and a Child Abuse Index Check prior to the first day of work in order to obtain a Criminal Record Clearance from the Department of Justice.
12. In order to drive a work vehicle as needed, you must possess a valid state issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy. If you do not have a license, we will still consider you for the position as long as you have reliable transportation for work duties.
13. If necessary, must adhere to a professional development plan with goals, objectives and timelines that includes the attainment of beginning level Yurok Language proficiency as determined by the Yurok Language Program.
14. This position will collaborate with the Yurok Tribe Childcare Program including but not limited to working in the Child Care Classroom as needed to meet teacher-child ratio's and attending joint trainings.
15. This position may be required to work a full year/full day.

**LANGUAGE SKILLS:**

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

**REASONING ABILITY:**

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**

1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, \_\_\_\_\_, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This "at will" relationship exists between the Tribe and all employees.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee #

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

