

**\*\*\*JOB ANNOUNCEMENT\*\*\***

**Mino Maajisewin Home Visitor Position**

**POSITION:** Mino Maajisewin Home Visitor Position  
**POSTING DATE:** 02/15/2018  
**CLOSING DATE:** 03/02/2018  
**SALARY:** Negotiable, Non-Exempt  
**LOCATION:** CDC Building  
**DEPARTMENT:** Mino Maajisewin Program  
**SUPERVISION:** Mino Maajisewin Director  
**ADMINISTRATION:** LCO Tribal Policies & Procedures

**POSITION SUMMARY:**

Mino Maajisewin is a voluntary home visitation program that is designed to support expecting families and parents in the care and development of their infant and young children up to age five. Mino Maajisewin's goal is to enroll a woman as early in her pregnancy as possible or within three months after baby is born. The Home Visitor position is responsible for initiating and maintaining regular (at least weekly) and long-term (up to 5 years) contact and support with families. These visits will be home-based, family centered and strength-based. Family visits will be directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in improving their skills to optimize the home environment; improving the family support system; and increasing the family's ability to advocate for themselves and their children. The activities may also include identifying and referring for contact/appointments at other supportive agencies. The Home Visitor will also be responsible for assisting the family in establishing goals and a plan for accomplishment of those goals, as well as the screening of the normal growth and development of the enrolled child(ren).

## **QUALIFICATIONS:**

1. Tribal Preference applies.
2. High School Diploma required. Associates Degree in Early Childhood preferred and/or equivalent experience working in the field of early childhood.
3. Strong interpersonal skills, ability to work as part of a team, as well as ability to maintain tolerance, patience and tact in working with a variety of families of different backgrounds.
4. Must be knowledgeable of the Lac Courte Oreilles Reservation communities and culture.
5. Must possess valid driver's license, reliable transportation, current insurance coverage, and a clean driving record
6. Must be dependable, reliable, and punctual. Ability to attend trainings both locally and out of the area for up to five days, and willingness to assist with program events on evenings and/or weekends if needed.
7. Must have demonstrated ability in documentation/recordkeeping skills.
8. Must be able to pass a criminal background check(s), a preliminary background check will be performed upon receipt of the employment application.
9. Drug testing required upon hiring and random thereafter.
10. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPPA.
11. Must be able to kneel, stoop, bend, and sit on floor during home visits and group activities. Must be able to lift up to 25 lbs. on occasion.

## **DUTIES AND RESPONSIBILITIES:**

### **Home Visits:**

1. Maintain a mixed-age caseload (pre-natal to the age of five) of a minimum of twelve families.
2. Drive to family home and share information from the Growing Great Kids (GGK) Curriculum regarding health and child growth and development to parents on a weekly basis.
3. Prepare materials to support caregivers in making developmentally appropriate activities for their child(ren).
4. Complete enrollment paperwork with caregiver(s).
5. Complete a variety of screens/questionnaires with both the caregiver and enrolled child(ren) as required by the grant agency's data collection timeline.
6. Assist family in identifying goals and creating Family Goal Plans.
7. Assist and support families in locating resources and scheduling appointments with community resources.
8. Provide transportation to medical appointments and community agencies as schedule allows.
9. Maintain accurate written/electronic records including: health information, assessments, screening instruments, home visit records including observation of parent-child interaction, and other required information.

### **Training and Professional Development:**

1. Attend 5-6 core and foundational trainings during orientation period, some of which are week long trainings out of the area or out of state.
2. Attend ongoing professional development, which consist of 1-3 day trainings approximately 4 times per year. These trainings are typically in-state.
3. Weekly team meetings.
4. Weekly supervision meetings.
5. Monthly (or more) Reflective Practice group meeting with a Mental Health Consultant. Reflective Practice is an opportunity to explore how a worker's own experiences may impact his/her work with families. Must be comfortable thinking and talking about how one's own values, background, history and triggers may influence one's work with families.

### **Selection Criteria:**

1. Knowledge of normal child growth/development and parent-child relationships.
2. Ability to relate to families from a strength-based model in family environments with multiple stressors; ability to approach families from a family centered service model.
3. Maturity and experience in successfully working with children (0-5 years of age) and their families.
4. Has a generally positive approach to other people and the world.
5. Respect and consideration given to the dignity of each participant, community member and fellow employee is a requisite of successful job performance.
6. Experience in working with community agencies, including implementing referral processes.
7. Demonstrates motivation and the ability to learn and practice basic supportive skills.
8. Ability to establish and maintain personal/programmatic boundaries, while providing supportive services.
9. Takes responsibility for their own contributions/reactions/responses to difficult situations. Individual knows what he/she needs to bring him/herself back into balance after a stressful incident or time.

**APPLICATION PROCEDURE:**

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government  
ATTN: Human Resource Department  
13394 W. Trepania Road  
Hayward, WI 54843**

**Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.**