

Lac Courte Oreilles Ojibwe School
VACANCY
LCO FAMILY AND CHILD EDUCATION PROGRAM (FACE)

POSITION: **FACE: FAMILY ENRICHMENT ADVOCATE**
(Full time: 10-month school year position)

DUTIES AND RESPONSIBILITIES:

- Directly responsible to the FACE Program Coordinator.
- Facilitate the parents' role as first teachers of their children.
- Plan, with program Coordinator, strategies for recruiting families. Recruit families.
- Plan and conduct regular home visits for assigned families.
- Establish rapport with parents and children.
- Provide parents information and education regarding the developmental level of their children.
- Observe and record children's developmental skills and parent-child interaction.
- Assess children, using prescribed assessment instruments and interpret results to parents, maintain records electronically.
- Plan and implement activities to promote the development of social, emotional, intellectual, language, and motor skills of young children in the home setting.
- Encourage and facilitate parental involvement in planned activities.
- Meet regularly with other agency personnel involved in the project and with program staff to ensure appropriate services for each family.
- Maintain a commitment to professionalism.

QUALIFICATIONS:

- Preferably a Bachelor's Degree in child development, early childhood, social work, vocational home economics, occupational childcare services or related field. Lacking a Bachelor's Degree, highest possible educational background and plans to work toward a Bachelor's Degree.
- A member of the Community.
- Demonstrate, through active implementation, knowledge of child development.
- Demonstrated ability to relate well to adults and children.
- Demonstrated fluent verbal and written communication skills.
- Have a valid driver's license for travel to families and meetings.
- Demonstrated knowledge of community resources.
- Must be supportive of the philosophy, concept, policy and procedures of the Lac Courte Oreilles Ojibwe School.
- Tribal member preference in employment.

Must be supportive of the philosophy, concept, policy and procedures of the Lac Courte Oreilles Ojibwe School.
Native American preference in employment. Experience working with Native American Students preferred for all positions.

Please submit a letter of interest, LCO School job application form and credentials to:

Lac Courte Oreilles Ojibwe School
8575N Round Lake School Rd.
Hayward, WI. 54843-2191
ATTN: Preston Larson - Human Resource Dir.
Ph. (715) 634-8924 Ext. 1225
Email: preston.larson@lcoosk12.org

Deadline for applications: **OPEN UNTIL FILLED**