LCO Tribal Government
Human Resources Dept
Mino Maajisewin HV

Lac Courte Oreilles Tribal Governing Board

Pride of the Ojibwe

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Job Announcement

Mino Maajisewin Home Visitor

Posting Date:	November 19, 2026
Closing Date:	Open Until Filled
Salary:	Starting at $19.50 (Increase upon successful completion of 90-day probation)
Department:	Mino Maajisewin Home Visitation Program
Location:	Mino Maajisewin Office Building
Administration:	Mino Maajisewin Program Director/Supervisor

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.

The Home Visitor provides once or twice a month home visits during a family's enrollment with the program. Trained and certified in the Parents as Teachers (PAT) model and curriculum, the home visitor supports parent-child activities, child development, family wellbeing, family goal setting, and referral to other programs when helpful. The home visitor is responsible for documenting the services provided to a family.

Visits are family centered and strength based. Visits are directed at establishing a trusting relationship; assisting in strengthening the parent-child relationship; assisting parents in supporting their child's growth and development; improving the family support system; and increasing the family's ability to advocate for themselves and their children.

The home visitor will receive training and support to develop the skills needed for the position. The home visitor is also part of a supportive team and will receive guidance and support from his/her supervisor and co-workers.

Qualifications:

1. Tribal Preference applies.
2. It is required that home visitors have at least a high school diploma or GED. A minimum of 2 years of previous supervised work experience with young children and/or parents is preferred. Associate's degree in early childhood is preferred.
3. Strong communication and 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, and current insurance coverage.
6. Must be dependable, reliable, and punctual. Ability to attend trainings, virtually and in-person. Ability to provide home visits outside of normal working hours. Ability to assist with program/community events that are held after hours.
7. Must be able to pass a criminal background check(s), a preliminary background check will be performed upon receipt of the employment application.
8. Drug testing required upon hiring.
9. Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPPA.
10. 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: *To fulfill the duties and responsibilities of this position, the employee will be well trained and prepared before he/she starts seeing families. The employee is also part of a supportive team, and receives support and guidance from his/her supervisor and co-workers.*

Home Visits:

1. Maintain a mixed-age caseload (prenatal to the age of five) of a minimum of twelve families.
2. Plan, provide, and document family visits focused on parent-child interaction, development- centered parenting, and family well-being.
3. Assist with planning and providing group events to give families an opportunity to build social connections with one another.
4. Complete enrollment paperwork with caregiver(s).
5. Complete child development and family well-being screens with the family as required by the home visiting model and grant agency's data collection timeline.
6. Assist family in identifying goals and creating and reviewing 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:

**** Please note that most trainings are currently offered online.**

1. The home visitor must complete the Parents as Teachers Foundational and Model Implementation Training before delivering Parents as Teachers Services (2-week online training).
2. Attend additional core and foundational training during orientation period.
3. Attend ongoing professional development, which consists of 1-2 day trainings approximately 4 times per year. These trainings are typically online or in-state.
4. Participate in at least 2 hours of reflective supervision monthly and at least 4 hours of staff meetings monthly.
5. Participate in Reflective Practice group meeting. Reflective Practice is an opportunity to explore how a worker's own experience may impact his/her work with families.

Selection Criteria:

1. Knowledge of child development and parent-child relationships.
2. Ability to relate to families using a strength-based approach.
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.
10. Must be able to pass a pre-employment drug screen.

Application Procedure & Requirements:

1. **Complete LCO Employment Application, including Release & Authorization Form**

2. **Cover Letter of Interest**
3. **Resume**
4. **Other supportive documents**
5. **Tribal Member applicants must provide a signed official document from a Federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL DOCUMENTATION TO:
Lac Courte Oreilles Tribal Government
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13394 W Trepania Road
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Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.