



# Lower Sioux Indian Community in the State of Minnesota

P.O. Box 308 • 39527 Reservation Highway 1

Morton, MN 56270

*Cansayapi Otunwe*

## Lower Sioux Indian Community

### PCFE/ERSEA - Job Description

**Title:** PCFE/ERSEA Coordinator

**Reports to:** Early Head Start Director

**Supervises:** Family Service Workers (FSW)

**Wage:** \$17.00

#### **Summary:**

The Parent, Family, and Community Engagement (PCFE)/Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Coordinator will execute and monitor the mandates of the Head Start Program PCFE, ERSEA, and Volunteers. This position will work collaboratively with parents, staff, Mental Health professionals and the larger community in the delivery of mental health services to the children, parents and staff.

#### **Duties:**

- Initiate and supervise recruitment and marketing efforts for the Lower Sioux Early Head Start Program in partnership with tribal and external partners.
- Maintain full enrollment of children and families adhering to annual poverty guideline criteria set by the federal government.
- Monitor and ensure that all Head Start & Early Head Start families are in compliance with the Head Start eligibility and Selection criteria.
- Supervises 2 Family Service Workers
- Assist in recruiting and provide orientation and support to parent and community volunteers.
- Oversee all weekly and monthly Family and Community Engagement activities.
- Oversee Expectant Families Specialist and Family Service Workers to ensure they comply with all EHS requirements for FCE, ERSEA regulations.
- Schedules time for classroom observations, giving teachers time to meet and discuss observations and recommendations.
- Ensures the maintenance of required program records
- Follows and implement policies and procedures, ensuring compliance with Early Head Start Performance Standards and federal and state laws.
- Ensures strict child and family confidentiality.

- Participates in tribal and external associations and groups serving community children and their families.
- Participates in the annual program self-assessment and Grantee monitoring visits.
- Performs other duties, as requested. The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

**Education:**

Bachelor's or Master's degree in the field of education, human services, and/or community engagement.

**Experience:**

Demonstrated understanding of Head Start philosophy and Mental Health Services to children, their families, and staff. At least two years' experience in coordinating and providing social services to American Indian children and families. Knowledge of the challenges and strengths of low-income families and communities. Ability to work with a minimum of supervision and as an effective member of a team.

**Disclaimer:**

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and Community Council reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

In accepting employment, I am agreeing to perform the duties and responsibilities listed above. In addition, I agree to adhere to any policy or procedure changes that may occur during my employment with the Lower Sioux Indian Community.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_