



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

Expectant Families Specialist - Job Description

Title: Expectant Families Specialist

Reports to: Health/Safety/Nutrition Coordinator

Wage: \$15.14

Summary Provide high-quality health, mental health, nutrition, parent engagement, and social services to Head Start expectant mothers and their families in alignment with the tribe's vision for a healthy community grounded in Dakota language and lifeways. Comply with the Early Head Start Performance Standards, the Head Start Act and other applicable regulations. Build partnerships with families to assist them in identifying their own goals, strengths, needed services and support systems and in developing strategies and timetables for achieving their own goals, with a goal of enrolling all newborns into the Early Head Start Home-Based or Classroom-Based Program.

Duties:

- Initiate collaborative partnerships with expectant mothers and parents to establish mutual trust and respect with each family;
- Implement evidence-based curriculum to prepare each mother and household for a healthy birth for both the mother and the infant.
- In collaboration with other staff, as appropriate, assess each family's need for social services; develop an individualized plan that responds to the family's need; deliver and/or coordinate the delivery of needed social services to each family; review and update;
- Provide comprehensive community resource information to families, individualizing to respond to the family's needs and concerns to the maximum extent possible;
- Refer families to community agencies/programs; assess accessibility, relevance and usefulness of assistance received;
- Assist with the establishment and maintenance of ongoing collaborative relationships with community organizations responsive to the concerns of the families of children birth through age 3, pregnant women and their families; participate in community awareness events;
- Conduct home visits with families;
- Report suspected child abuse and/or neglect following program procedures.

Parent Engagement

- Assist parents, including pregnant women, with the process of transition into Head Start from home or another setting, within Head Start;
- Prepare and enable parents to become their own and their child’s advocate.

Health

- Encourage, monitor and record the timely delivery of medical, dental, mental health and nutrition services to HS children;
- Support the timely delivery of prenatal health and education services to enrolled pregnant women in collaboration with the EHS Health Specialist;
- Promote child and family wellness and the establishment of a medical and dental “home” for each HS infant, toddler and preschool child and each pregnant woman;
- Provide physical/dental/mental health and nutrition education activities that are responsive to the ongoing and expressed needs of parents as individuals and members of a group; and
- Collect and enter into program software, HS health indicators such as Medical Assistance, CHIP and other insurance coverage, participation in WIC, incidence of health problems and their treatment; monitor and report.

Recordkeeping

- Collect pre-natal and birth and family data and enter in program software; monitor; update; prepare data reports for program use and the annual Program Information Report.
- Maintain accurate, objective, timely and confidential records documenting all family, staff and agency contacts; disseminate appropriately; and,
- Document recruitment and enrollment activities.

Education

- Associate’s degree in social services, human services, adult education, family services, early childhood education or other related field, preferred; high school diploma or GED required;
- Minimum of one year’s experience working with adults; and
- Minimum of one year’s experience collecting, organizing, recording and processing information.

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 Tribal 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: _____