



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

Mental Health/Disabilities Specialist/Preschool Navigator - Job Description

Title: Mental Health/Disabilities Specialist/Preschool Navigator

Reports to: CWOO Director

Supervises: Home Based Teacher and Expectant Families Specialist

Wage: BOE

Summary

Under the supervision of the CWOO Director, the Mental Health/Disabilities Specialist/Preschool Navigator oversees the planning, organizing, and implementation of Mental Health and Disabilities services for children as well as navigating Preschool access and screenings for children, with the aim of integrating Dakota language into the classroom-based and home-based options to establish a culturally affirming and effective ground for healthy child development at Lower Sioux. These services contribute to the increased social competence in children and the recognition and enhancement of parents as the primary educators of their children.

Duties

- Perform the functions of this position with a strong understanding of the Head Start Performance Standards and the component plans; Head Start child development outcomes; and thorough knowledge and application of Developmentally Appropriate Practices;
- Translate curricula with Dakota Language Teacher into Dakota language to support educational aims of the program—creating a foundation in Dakota language and lifeways and outcomes across the Head Start Early Child Learner Outcomes Framework;
- Participates and helps coordinates in the development of I.E.P. (Individual Education Plan) or I.F.S.P.'s (Individual Family Service Plan);
- Monitor the implementation of all IEP/IFSP in the classroom under the Disabilities Coordinator;
- Participates in yearly Memorandum Of Understanding (MOU) with local Education Agency (LEA)
- Participate in Mental Health Contract discussions;

- Coordinate the transition of children to Head Start, and assist with the children's transition to their next destination at the end of the season. Will collaborate with Education Coordinator/Education Specialist to coordinate;
- Work cooperatively with other component coordinators to plan services integrated with health, education, safety, enrollment, dental health, nutrition, parent involvement, and social services;
- Invite MHC to participate in the development and implementation of the specific plan for children with special needs;
- Schedules for MHC to be available for individual consultations for parents and staff and to make referrals, and post dates in advance;
- Allows the MHC to review the developmental screening and Behavior Checklist to identify concerns or delays, and give recommendations for follow up;
- Schedules Mental Health Coordinator to come for child observations and ensures that the Mental Health observations & referrals are submitted to child's team and uploaded on Child Plus Software;
- Participates yearly with team members to provide training for parents on family, parenting, emotional development, family relations, and local services available;
- Schedules for MHC to assist children with special needs and their families, including, but not limited to, referrals;
- Ensures staff is trained in the Mental Health Services at Pre-Service and In-Service, according to the training requirements;
- Assists the transition of children and families receiving Mental Health Services to their next destination, ensuring a smooth and efficient process, with full parental participation;
- Attend staff training and meetings, and board and parent meetings as requested;
- Assist individual staff members in identifying their training needs, and improving their knowledge and abilities;
- Assists Disabilities Coordinator with modifications and accommodations along with family support.
- Assist in recruiting and orienting volunteers, providing them with guidance as needed;
- Complete and submit required reports in a timely and accurate fashion;
- Assure that files and documentation are complete, accurate, and confidentially maintained;
- Establish Early Childhood screenings to administer for Lower Sioux children ages birth to three.
- Assist in the administration of the Lower Sioux Early Childhood Education Scholarships.
- Work with Lower Sioux Education Department to help connect services for all Lower Sioux lifelong learners.
- Work to ensure that the Dakota language curriculum remains a high priority in nurturing the essential belongingness and cultural identity among students.
- Works with CWO staff to ensure recognition of student benchmarks and achievements, preparing them for Early Childhood graduation and overall continued educational success, throughout their lifetime.

- Perform other duties, as may be required;
- 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 & Experience

- Baccalaureate or advance degree in early childhood education, child development, or education preferred, but not required.
- An advanced degree in education (preferred)
- Experience in coordinating or conducting mental health and disability services.
- At least 2 years’ teaching experience OR field experience.
- Have knowledge and experience in the philosophy and practices of Head Start (or comparable child development programs), early childhood education, developmentally appropriate practice, and bilingual education;
- Have education or experience in collaborating with parents in the education of their children.
- Demonstrated commitment to creating educational opportunities for Lower Sioux and Native children that align with and sustain Dakota language and lifeways.

Additional Requirements:

- Requires ability to use abstract reasoning, problem solving, planning, and analytical skills in: training, evaluation, and program development;
- Requires effective interpersonal and oral communication skills for supervisory duties;
- Requires effective writing and oral communication skills to conduct meetings and training sessions, and to prepare reports that are clear, complete, comprehensive, and use good grammar and punctuation;
- Successful experience working in a team setting;
- Ability to present a positive image of the organization to members of the community;

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: _____