



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

(928) 669-1320 • Fax (928) 669-5263

Eldred Enas, Chairman

January 12, 2012

#04-12

VACANCY ANNOUNCEMENT

DEPARTMENT: HEAD START
POSITION: FAMILY SERVICE ADVOCATE
SALARY: D.O.E.
HOURS: MONDAY THRU FRIDAY – 8:00 AM to 12:00 PM
12:30 PM to 4:00 PM
CLOSING DATE: FEBRUARY 10, 2012

GENERAL RESPONSIBILITIES:

- A. Developing a system of service delivery that ensures that they receive opportunities to establish partnerships with the Head Start Program.
- B. Take the lead role in developing and implementing a plan for developing parent partnerships with assigned current Head Start families.
- C. Initiate communications with assigned Head Start parents/guardians to extend invitations to them to participate in parent partnerships.
- D. Assist assigned interested parents/guardians in setting goals and in developing plans for goal attainment.
- E. Assist interested parents/guardians in determining the necessary steps for obtaining resources and achieving goals.
- F. Monitor and document all pertinent activity related to the parent partnership plans.
- G. As needed and requested, assist parents/guardians in making the initial contacts with resource providers.
- H. Documents all pertinent activity in writing and in the computer system as per the established family partnership policy and procedure.
- I. Submit monthly reports to the FCP Specialist on the progress of the Program parent partnership plan for families.
- J. Explore and add to the resource directory any new resources that will specifically assist families in meeting their unique needs.
- K. Take the lead role in assuring that whenever necessary, staffing on individual children are held.
- L. Attend and participate in all management team meetings.

- M. Attend all staff meetings.
- N. Attend all required trainings.
- O. Work with all staff necessary to ensure the successful completion of the parent partnership requirements of the Head Start Performance Standards.
- P. Other duties as directed.

QUALIFICATIONS:

1. Must obtain degree in Social Work or related degree by September 30, 2013.
2. Must demonstrate knowledge of work processing and other computer skills by passing hands on test.
3. Must have three years of work experience in family case management.
4. Must be able to work with a flexible schedule.
5. High School Diploma or GED.
6. Two years college preferred – Human Services (Social Work).
7. Good interpersonal skills.
8. Must provide a pre-employment drug test.
9. Annual physical exam and TB skin test.
10. Must have a valid First Aid/CPR card or ability to obtain within 90 days of probationary period and must remain current.
11. Maintain a current and valid driver's license and reliable transportation.
12. Able to pass a criminal background check as required by tribal, local and federal law.
13. Maintain punctual and dependable work attendance.
14. Must have a valid CRIT Food Handler's Card and must remain current.

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, ARIZONA 85344**

FOR EMPLOYMENT APPLICATION VISIT: <http://crit-nsn.gov>

INDIAN PREFERENCE: Under Title VII of the Civil Rights Act Section 701 (b) and 703 (i) explicitly exempts from coverage the preferential employment of Indians by Indian Tribes. Therefore, CRIT acknowledges and extends preferential treatment to enrolled CRIT members who qualify toward all employees or applicants based on race, color, sex, religion or national origin.

CRIT OFFERS: Health and Life Insurance, Pension Plan, Paid Holidays, Sick and Annual Leave. Pre-Employment Drug Screening is required.