
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

*P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
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JOB VACANCY

POSTED: 5/19/2022 UNTIL FILLED

3,000 Sign-On Bonus

POSITION: Early Childhood Behavior Specialist

DEPARTMENT: Behavioral Health

LOCATION: Head Start/Early Head Start Center, Watersmeet, MI

EMPLOYMENT: Full-Time – Non-Exempt

SUPERVISOR: Behavioral Health Outpatient Clinical Director

SALARY/PAY RATE: \$17.85 - \$22.05 Per Hour

Eligible for up to a 3% Retention Bonus Annually after one year of service.

DESCRIPTION:

Provides children ages birth to 8 years old mental health education in a school setting. Position assists teaching staff by providing them with insights and techniques to manage challenging social / emotional behavior in their classrooms. Seeks to include parents, family, and staff in each case as needed. Individual case planning, education, case management and referral. Must consistently demonstrate discretion, independent judgment, and ethical behavior.

RESPONSIBILITIES:

- Conducts comprehensive screenings to assess the social and emotional needs of children.
- Provide leadership to schools' staff and teachers to collect and utilize behavior data towards developing prevention and intervention programs.
- Develop a comprehensive case plan with measurable goals and objectives.
- Match client need(s) and/or problem(s) to appropriate resources and assist the client in utilizing the support systems and available community resources.
- Provide case management services to include linking, coordinating, monitoring, and

- advocating for the necessary supports or services to meet the goals of the case plan.
- Provide instruction in areas such as social skills, activities of daily living, communication skills, parenting skills, coping and sensory assistance, and safety planning.
 - Collaborate and link professionally with staff from the school, social services, health clinic and Tribal Court, as indicated per individual treatment needs.
 - Attend meetings/serve on community teams as assigned by your supervisor.
 - Conduct Safety planning and work as a team to devise individual safety plans.
 - Conduct, and communicate the results of educational evaluations for special education purposes.
 - Develop and maintain written case records and service documentation according to Early Head Start standards.
 - Adhere to applicable laws, regulations and agency policies governing the delivery of services, protection of the client's confidentiality and the disclosure of client identifying data.
 - Obtain appropriately signed consents when soliciting from or providing information to outside resources to protect client confidentiality and rights.
 - Attend meetings, training and/or conferences as required.
 - Develop, implement and participate in prevention activities and outreach efforts.
 - Maintain licensure/qualifications if applicable.
 - Provide professional pertinent professional development to staff and maintain records on all training and prevention activities.
 - Follow Head Start Performance Standards, Head Start Act and applicable rules and regulations
 - Regular and Reliable attendance
 - Other appropriate duties as assigned.

REQUIRED QUALIFICATIONS:

Education: **Required:** Bachelors in Education, Human Development, or Behavioral Health field. Applicant must be willing to obtain further educational credentials in behavior intervention.

Experience: **Required:** 1 year of work in a school or childcare setting or 1 year experience working with children in a mental health career.

Valid driver's license with no restrictions.

DESIRED QUALITIES:

Knowledge in Early Childhood Development.

Must be compassionate, caring, family-friendly

Looking for energetic, dependable individual who enjoys working with young children

Willing to obtain the training necessary to increase student development.

TOOLS AND EQUIPMENT USED:

Computer/laptop, telephone/cell phone, copier, fax, paper shredder, television/VCR, various screening instruments.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical demands of this job require the ability to properly protect children who are at risk of harming themselves or others. Also includes bending and stooping to best interact with small children.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions. Employee will experience angry, emotionally upset children that can be moderately loud that may need to be physically restrained.

SELECTION GUIDELINES:

Completed employment application and resume, if desired, rating of education and experience, oral interview and reference check; job-related tests may be required; tribal, state and federal background checks are required in accordance with Background Investigation Policy. Post offer drug and alcohol test required pursuant to Drug and Alcohol Policy.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as requirements of the job change.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Band of Lake Superior Chippewa – Our Mission: To provide a better life for this generation, the opportunity for successive generations to carry on, and to provide the basis for Native American self-sufficiency among its constituency and all native peoples – today and always.

Date Approved by the Tribal Council: August 21ST, 2019

LVD Health Center

Human Resources Department

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