



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Parent Educator (Annual Grant funded Position - FT- Family Services Department) This is a grant funded position. Employment contingent on available funding.

Summary: Provide and coordinate Home Visiting program for the LRBOI community using the Family Spirit evidence based model and curriculum, including assessments, provision of education and referrals. Coordinate comprehensive health care and social support services to prenatal and postpartum/Inter-conception and parenting women and their families with children ages 0 – 5 years living within the Tribal health service area.

Employment Qualifications: A qualified candidate offers:

- An Associate's Degree in Early Childhood and Four (4) years' experience in Early Childhood Education field, **OR**
- A Bachelor's Degree in Early Childhood Education and Two (2) years' experience in the Early Childhood Education field; and
- Experience working with ethnically and culturally diverse populations and low income persons; and
- Knowledge of Tribal and non-Tribal programs and services that may be required to refer for services; and
- Technical skills of an intermediate to advanced user of MS Office software, computers, and office equipment; and
- A valid driver's license and the ability to be insured under the Governmental policy; and
- Must successfully pass a pre-employment physical, drug/alcohol screen, fingerprinting and extensive background investigation.

Indian Preference applies in accordance with Ordinance #15-600-02

Pay Grade: E3

Hiring Rate: \$37,559

Status: Exempt/Bi-weekly pay

Application Instructions:

Obtain an application form and/or request a copy of the position description on the Tribe's website www.lrboi-nsn.gov or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
phone: (231) 398-6859; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov .*

*To apply, please submit completed **application, cover letter, resume, degree transcripts, relevant certifications/licensures and a copy of driver license**; by **5 PM May 16, 2019** to:*

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
fax: (231) 398-9101; Email: aliciaknapp@lrboi-nsn.gov or jobs@lrboi-nsn.gov .*

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Automobile travel is required for this position, may require proof of personal automobile insurance.