

Vacancy Announcement



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Tribe

Position Title: Head Start Family Service Advocate

Salary: \$20.00/hour + DOQ

Supervisor: Family Service Coordinator

Opening Date: November 24, 2025

Closing Date: Until Filled

QUALIFICATIONS:

- Currently working toward Bachelor degree in Social Work, Human Services, Family Services, Counseling, or related field *or* willingness to complete the Family Service Credential within first 6-months of hire.
- Head Start experience preferred.
- Working knowledge of local resources and the skill to link families with appropriate agencies/services.
- Strong verbal, organizational and written communication skills.
- Commitment to professional standards of confidentiality.
- Flexible work schedule is required to include evening and possible weekend hours.

PREFERRED QUALIFICATIONS:

- Bachelor degree in Social Work, Human Services, Family Services, Counseling, or related field preferred.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Organizes, facilitates and conducts meetings and training sessions in the area of Parenting Skills for parents.
- Conducts Family Services home visits with enrolled Early Head Start & Head Start families.
- Assist parents in developing individualized short/long term financial and social self-sufficiency goals.
- Assist families by referring them to medical insurance and other services for participating children.
- Maintain all Family Services files, records, and reports.
- Organizes and participates in Early Head Start/Head Start inter-agency meetings.
- Participates in community boards, councils, advisory groups, etc., representing the program.
- Organizes and facilitates all Parent Committee and Policy Council meetings and provides training to parent representatives.
- Attends grantee pre-service training, participates in and maintains ongoing efforts for professional development.
- Maintains organized records of activities related to the Family Partnership Area including family files, records, reports, plans, projects, and reviews.
- Coordinates and implements project efforts to encourage community members and parents as volunteers.
- Develop and implement on-going family plans with teaching staff regarding child performance in the classroom by coordinating parents.
- Identifies community agencies and resources which provide services to families, establishing and maintaining cooperative relationships with them.
- Advocates for Head Start families and promotes their ability to advocate for themselves.
- Assists parents in fund-raising activities, per Head Start fund raising policy.
- Coordinates and ensures the delivery of social services, emergency and non-emergency services, directly or through referrals.
- Coordinates the development and update of the Community Resources Directory.
- Responds to child(s) absences and follows up according to Head Start procedure.
- Submits accurate, timely reports as requested by Director or Grantee.
- Ensures absolute confidentiality with respect to information records concerning families and children.
- Performs ongoing ERSEA and Family Services documents accurately and timely.
- Adheres to Head Start Performance Standards and CCCC Personnel Policies.
- Participate in increasing knowledge of Dakota culture and language.

GENERAL INFORMATION: A complete application shall consist of cover letter, current curriculum vitae or resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application.

Incomplete applications will not be considered. Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information, please call 701.766.1309 or visit our website at www.littlehoop.edu.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to vanessa.thomas@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

11/24/25 *Think Dakota*

