JOB ANNOUNCEMENT

TITLE: EARLY INTERVENTION MANAGER

DEPARTMENT: EARLY INTERVENTION PROGRAM

SALARY: $20.50-$26.68 G12-14/ S1-3 DOE

OPENS: NOVEMBER 30, 2015

CLOSES: DECEMBER 11, 2015

CAREER STATUS: CONDITIONAL UPON SUCCESSFUL 90 DAY PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS

Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference.

GENERAL STATEMENT

The Early Intervention Manager supports the ECP Director to ensure full implementation of all aspects of early care and learning services, policies/procedures and tools, and monitoring management systems are in place for quality operations and special needs services. This position will provide services with the goal of supporting all children to achieve School Readiness Goals. This position will oversee two service areas under the Early Childhood: the BIE IDEA Part C (Infant & Toddler), and Part B (Preschool Services).

SUPERVISION

The Early Intervention Manager is under the direct supervision of the Early Childhood Programs Director. The Early Intervention Manager will oversee applicable staff under the Early Childhood Programs Department.

EARLY INTERVENTION MANAGER
DUTIES AND RESPONSIBILITIES

Special Needs BIE/ IDEA Part C & Part B Preschool

Ensures all Native American children on the Fort Hall Reservation between the ages of 0-5 are identified, monitored and receive services for special needs through coordination with LEA or other entities specified under an IEP or IFSP. Provides service coordination with the Part C agency and/or LEA, ensures timely screening, referral, and identification through IEP or IFSP support services, and provides transition support for children with disabilities. Provides managerial support and coordination of child find, public awareness, and training activities for children living on or near the Fort Hall Indian Reservation. Provides consistent on-going consultation to teaching staff to support differentiated instruction for children with IFSPs, IEPs, or with challenging behaviors. Provides supervision of direct-line staff and implements staff development planning and risk management procedures. Provides supervision to two components of special needs/ early intervention service under this role-

A. Preschool Service coordination, Child Find, Public Awareness, and Part B Transition Staff.

B. Parents as Teachers, Parent Training, and Home visiting staff for children 0-5.

Special Needs Services Duties & Responsibilities

Provides assistance to Idaho’s lead agencies following the guidelines and interagency agreements including provisions of early identification, child find, screening, parent training, early intervention services to infants/toddlers age birth to 3 years (Part C) and pre-school age 3 to 5 years (Part B) and families in transition.

Assists families with the transition from Part C to Part B and public schools and provides service coordination for pre-school children 0-5 years and families.

Familiarizes self with Individual with Disabilities Education Act. (IDEA); and disabilities/mental health processes (IEP/IFSP); preschool screen and assessment tools specific to children with disabilities.

Supervises and evaluates Early Intervention staff. Collaborates with consultants providing direct services to children with special needs, reviews, updates and complies with Interagency Agreements between local school districts, Head Start, Region VI, Department of Health & Welfare and other agencies.

Manages, organizes, implements, monitors, and oversees the Parents as Teachers Home-Visiting Program for community parents/guardians of children ages 3 and under.

Coordinates services with other agencies, conducts staffing, attends Multi-disciplinary and IEP meetings.

Coordinates child find activities with the Regional Child Find Coordinator, local school districts, community and agency staff.
Conducts tracking and monitoring of all Native American children 0-2 on the Fort Hall Reservation, tracking child development and making referrals to the state Infant/Toddler Program.

Participates in quarterly staffing with Regional Early Intervention Specialist and Child Find Coordinator.

Provides a monthly report to the Regional Child Find Coordinator on the referrals made to their office for monitoring and evaluation.

Coordinates activities with local Head Start Programs on child find and transition. Assist in the planning and implementation of the Head Start disability service area working collaboratively with the Head Start staff and program coordinator.

Coordinates and conducts public awareness activities in the community, displays Infant/Toddler and preschool posters, information pamphlets, etc.

Conducts initial contact with families of children at risk or/who have disabilities, provides procedural safeguards, parental rights and other resources to provide assistance to families.

Updates self on resources available in the community and makes appropriate referrals when needs of families are identified.

Schedules and/or attends transition meetings with families and agencies for Part C and B.

Establishes and maintains a tracking system for all children at risk for or who have identified special needs on the Fort Hall Reservation.

Develops a monitoring system of proposals, schedules, plans, policies and procedures for the Early Intervention program including assessment of effectiveness of service delivery.

Familiarizes self of information on disabilities services through continuing education, meetings, workshops and serving on special committees.

Assists in preparing budgets and monitoring of budgets by ECP Director, and maintains cuff accounts for Part C and B BIA Disability Program.

General Duties and Responsibilities

Prepares and submits annual child counts (IDEA), reports and applications to appropriate agencies, including the Federal Government and the Fort Hall Business Council.

Participates in annual community assessment, to include data of families with disabilities and data of families needing child care services.

EARLY INTERVENTION MANAGER
Maintains communication with the Early Childhood Director of events and developments regarding projects, personnel, budgeting, and community agency partnerships.

Submits monthly reports to the Early Childhood Director. Obtains monthly reports from lateral and subordinate staff.

Establishes and maintains policies, procedures and protocols to maintain confidentiality of child records and information.

Establishes and maintains managerial controls following the personnel, finance, records management and property policies of the Shoshone-Bannock Tribes.

Assures the establishment of a system of staff development linked to annual performance evaluations and consistent with the Early Childhood Policies and Procedures.

 Assumes the duties of property custodian of the Early Intervention for capital purchases.

Must establish policy for program services and update policies annually to meet the needs of program services.

As supervisor, is responsible to ensure the timely submission of time sheets, employee action notices, and performance evaluations of individuals.

Oversees, monitors and ensures compliance of supervisory and staff responsibilities of Shoshone Bannock Tribal Personnel Policy Procedures Manual.

Monitors and evaluates assigned services for program performance & effectiveness and plans for quality improvements as necessary.

Accepts responsibility when delegated authority using own initiative to recognize and complete tasks as they arise.

Works in the classroom in the absence of teaching staff as needed

Interfaces with grant agency and tribal management system personnel to assure programs are managed in compliance with applicable regulation and tribal management system policies.

Attends regular meetings to assist in Early Childhood Program’s collaborative efforts with federal, state, and local community partners for quality services.

Participates in the annual Early Childhood Program self-assessment and community assessments.

Monitors staff qualifications, identifies and coordinates trainings needs for quality improvements.

EARLY INTERVENTION MANAGER
Establishes rapport with parents of enrolled children and provides program information and resources as needed.

Conducts regular planning meetings with childcare staff for parent/child activities and attends events as scheduled.

Commitment to providing excellent customer service to families, co-workers, and community members.

Conducts self in a professional manner both on and off the job in a manner than brings credit to the Shoshone Bannock Tribes and Early Childhood Department.

Attends training (sometimes out of the local area) as needed.

Works on program teams and community partnerships.

Integrates Shoshone-Bannock Language and culture into program activities and services.

Assists parents and children dealing with stressful situations and be efficient in service delivery adapting to various circumstances and allowing for flexibility.

Performance standard shall include but not be limited to:
  Ability to maintain dependable attendance record and reliability
  Efficient use of public skills to provide quality customer service
  Ability to establish and maintain effective working relationship with staff
  Ability to develop reports as needed
  Flexibility, ability to adapt in a quick paced environment
  Teamwork and promotion of teamwork
  Self-Starter

Provide Consultation to staff or community partners as necessary

Ability to work with diverse populations by providing cultural sensitivity including knowledge of the Shoshone Bannock culture and Fort Hall Reservation

Demonstrated knowledge of practices and procedures utilized in the environment.

Maintain professional ethics, licensing, or credentials applicable for quality services.

Must carry out duties and responsibilities or other activities as assigned by the ECP Director to oversee operations and compliance of the Early Childhood Program.

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

EARLY INTERVENTION MANAGER
QUALIFICATIONS

Prefer Master Degree in Special Education/Human Exceptionality, Early Childhood Education, Elementary Education, Social Work, or Degree in a related field and three year experience with special education programs, child development, development disabilities or related programs. (G14/S 1-3)

Or

Bachelor of Arts or Bachelor of Science in Special Education, Elementary Education, Blended Early Childhood Education, Social Work, or Degree in a related field and three year experience in program management and experience working with special populations. (G13/S 1-3)

Or

Minimum of Bachelor Degree in an unrelated field (provided candidate meets experience requirements), an Associate of Applied Science Early Childhood Care and Education and five year experience working with young children and five year experience in special education but must work towards Bachelor of Arts/Science in Special Education, Elementary Education, Blended Early Childhood Education, Social Work, or Degree in related field. (G12/S 1-3)

All incumbents are required to have demonstrated knowledge and abilities in these areas:
- Experience in supervision and/or management;
- Experience working with Special populations
- Excellent communication and interpersonal skills;
- Excellent problem-solving and decision-making skills;
- Knowledgeable in child development
- Understanding of the interrelationships between services and systems;
- Ability to learn new tasks quickly and efficiently;
- Ability to handle multiple tasks simultaneously and meet deadlines;
- Ability to gather and analyze data for reports via multiple modes;
- Ability to read, write and interpret documentation;
- Proficiency with personal computer, including Microsoft Office; and
- Accurate data management, documentation and recordkeeping skills.

Must successfully pass a background check under the Indian Child Protection & Family Violence Prevention Act 25 USC 3301.

Must have a valid driver’s license and be insurable through tribal insurance and willingness to obtain a CDL with bus driver endorsement required for employment within a year.

Must have a current Pediatric/Adult First Aid and CPR certification or be able to obtain upon hire.

Must obtain a Food Handlers certificate upon hire.

EARLY INTERVENTION MANAGER
Must obtain Physical Exam and must have physical ability to kneel, stoop, bend and lift up to 50 lbs. as assist others in an emergency situation.

Must obtain TB Skin Test clearance upon hire.

**IMPORTANT APPLICATION CRITERIA**

A complete application must be submitted to the Shoshone-Bannock Tribes Personnel Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at sbtribes.com. Applications can be sent via email to anbroncho@sbtibes.com or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

*Telephone calls are not accepted in place of an employment application or letter of interest.*

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.

**EARLY INTERVENTION MANAGER**