

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
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Human Services Department

Job Announcement Baby Raven Reads Community Liaison (Contract Position)

Department: 477 Human Services Department

Direct Supervisor: 477 Director

Wages: \$30.00 Hour

Hours of Work: 30 Hours/Month

Employment Category: Contract Position

Closes 2/1/2019 at 5PM AKST

Applications: YTT Administrative Offices
606 Forest Service Hwy #10 (907) 784-3238

POSITION SUMMARY

Under the direct supervision of the 477 Director, the incumbent shall educate themselves on the Baby Raven Reads Program and coordinate/collaborate with SeaAlaska Heritage Institute for readiness in serving children and families of children ages 0-5 in reading literacy, language development, and general educational development practices. The successful applicant will have demonstrated experience caring for and/or educating children.

DUTIES AND RESPONSIBILITIES

The following duties are not intended to serve as a comprehensive list of all duties by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities.

- Attend 16 hours of professional development training in Juneau
- Coordinate and staff local family literacy activities 9 months a year
 - Identify parent helpers to assist with family literacy activities
 - Work with Head Start staff, cultural specialists, and parent leaders to plan family activity events
- Data Collection (Event Sign-In Sheets, surveys, etc.)
- Provide Caregiver Trainings
- Participate in monthly Baby Raven Reads team meetings (teleconference)
- Community Liaison provide 30 hours a month 10 months a year
- Early childhood experience highly desired and preferred

MINIMUM QUALIFICATIONS (education, experience, skills)

- High School Diploma or GED. Associates Degree in Early Childhood Education Preferred
- Requires ability to develop individualized Educational Plans for children
- Requires ability to develop and implement annual goals
- Requires ability to understand and implement lesson plans
- Requires ability to work independently with minimal supervision while maintaining appropriate work habits, appearance, and behavior that serve as a role model
- Ability to serve in a public relations capacity. Coordinates meetings for parents/community.
- Ability to assume responsibility for instructing and supervising children in curriculum areas
- Valid Alaska Driver's License
- Ability to successfully pass background check

THE YAKUTAT TLINGIT TRIBE IS A DRUG FREE WORK PLACE. THIS POSITION MAY BE SUBJECT TO RANDOM DRUG TESTING AND CRIMINAL HISTORY CHECK. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE APPLICANTS.

MISSION To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

