



The Three Affiliated Tribes **Job Description**

Early Intervention Specialist

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Director DEPARTMENT: Infant & Toddler Program SALARY: DOQ CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: New Town, ND OPENING DATE: CLOSING DATE:
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POSITION SUMMARY: The Infant and Toddler Early Intervention Specialist provides developmental support services to children from birth to age three who have developmental delays or disabilities. This role involves assessing developmental needs, creating individualized family service plans, delivering early intervention strategies, and coaching families to support their child's growth. The specialist works closely with parents, caregivers, healthcare professionals, and community programs to ensure that children receive timely, culturally appropriate, and effective services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Must obtain a working knowledge of the philosophy and mission statement, special education legislation, Head Start and Fort Berthold Schools, and relevant service providers.
2. Assist in Child Find and referral of children birth-five.
3. Contacts parents/guardians regarding referrals for the Home Visit Program to explain the process and purpose of the evaluation/screening, including at least one follow-up visit.
4. Assist/accommodate/accompany service providers in accomplishing home visits/evaluations/screenings.
5. Responsible for follow up on referrals by ensuring parent/guardian permission and referral forms are completed and mailed into the proper services as necessary.
6. Arrange and make contacts or home visits with families that need education and support services that will foster positive healthy parenting to ensure positive parent-child relationships. Also provides as needed, any additional information that may enhance parent's knowledge of the child's developmental skills and appropriate ways to stimulate learning to promote a child's solid foundation for school success.
8. Consult with parents and other service providers on progress or other concerns.
9. Carry out any record keeping activities such as daily logs on home visits; complete training plans, dissemination of information in service training completed, referrals completed, referrals made, and mileage.
10. Follow the policies and procedures of the schools, Head Start, and the Three Affiliated Tribes in providing services to children with IEP.
- 11. Other duties assigned by Supervisor.**

***NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned to any individual employee are at the discretion of the appointing authority.*

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.



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KNOWLEDGE AND ABILITIES:

Knowledge

- Obtain working knowledge of the In-Home visitation system, a Developmental Screening tool, Head Start, and including knowledge of special education, public education, parental involvement technique21 and Brigrance model.
- Knowledge of child development and prenatal care to help women develop sound health related behaviors and topics such as breast feeding, working with parents/families, teen parents, regulations and guidelines that apply to services for children and families.
- Ability to establish and maintain effective working relationships with related professional and paraprofessional.
- Skills and sensitivity in working closely with at risk children and families.
- Must be willing to travel to local communities of Fort Berthold and other meeting localities.
- Knowledge of tribal administrative policies and procedures.
- Skills and working knowledge of computers, word processors, and other office equipment.
- Maintain confidentiality of sensitive information.
- Professionalism, punctuality, and dependability; a desire for challenge.

Abilities

- Ability to plan, organize, and implement weekly, monthly appointments with their segment clients.
- Ability to adequately perform duties and responsibilities, with a minimum of supervision.
- Ability to establish and maintain effective working relationships with all co-workers and general public.
- Ability to work efficiently and accurately in an atmosphere where there may be frequent interruptions.
- Ability to manage multiple tasks simultaneously.
- Ability to maintain strict confidentiality to sensitive and confidential information.
- Ability to relate to individuals from various backgrounds and situations in a respectful and professional manner.
- Ability to communicate effectively, orally, and in writing.

MINIMUM QUALIFICATIONS AND EDUCATION:

- A bachelor's degree in Elementary Education, Early Child Education, Special Education/Developmental Disabilities (N.D. certification). 4 years of experience working in Special Education or related field. **PREFERRED**
- Minimum educational requirements are an Associate's degree in Early Childhood Education, or related Preference Education, Human, or Medical Services Field. **PREFERRED**
- Valid N.D. Driver's License. **REQUIRED**



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WORKING CONDITIONS:

- The work is performed in an office setting. The work area is properly lighted, heated, and ventilated.
- Requires some walking, standing, bending, carrying of slightly heavy boxes ability to lift up to 25 lbs.
- No physical demands required to perform the work.
- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- Must be able to drive and attend meetings and events which may be held after working hours in or out of town.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- This position is under direct supervision of the Infant and Toddler Program Director.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____