



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 112017-26**

**OPENING DATE: 03/23/2026**

**CLOSING DATE: 06/21/2026**

**POSTED: IN/OUT**

**POSITION:** Family Service Coordinator II  
**PAY GRADE:** E6 (\$28.94/hr. - \$40.51/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Head Start  
**REPORTS TO:** Executive Director, Head Start  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Assists in creating, planning, implementing, monitoring, and evaluating Parent Involvement Programs and services for children and their families, in conjunction with the Head Start Staff.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Plan and coordinate family education events and Parent Nights to serve as a professional resource for Parent Policy Council and Parent Committees.
- Develop and review Family Partnership Agreements to identify education event opportunities.
- Recruit and enroll families to the various programs.
- Assists parents in developing and scheduling their own social and developmental activities and encourage and support parents in addressing community needs.
- Assists parents to strengthen their knowledge of community resources and support parents in problem solving.
- Assists in presenting, and/or coordinating training programs that will develop and improve competencies in parent involvement for parents and staff, and to ensure proficiency in the areas of parent involvement.

- Participates in professional development activities in order to keep current on the ever changing approaches and new techniques in parent involvement.
- Plans, facilitates, and participates in Annual Community Assessment and Self-Assessment in conjunction with the Executive Director, staff and parents.
- Works closely with Head Start and Early Head Start Coordinators to meet program goals.
- Maintain confidentiality in accordance with Head Start policies and procedures.
- Inputs data into ChildPlus.
- Conducts occasional home visits with enrolled families.
- Recruits Volunteers for program.
- Ensures the delivery of Social Services, emergency & non-emergency services directly and through referrals.
- Coordinates the development & update of the Community Resources Directory.
- Oversee and coordinate the ERSEA Committee.
- Oversee processing program applications for accuracy and timeliness.
- Ensure all Court Documents are updated as needed.
- Coordinates all Mental Health Services for enrolled children and families.
- Works collaboratively with parents, staff, Mental Health professionals and the larger community in the delivery of mental health services to the children, and parents.
- Coordinates Mental Health Data Review Team Quarterly with Mental Health Consultant and Staff.
- Submits accurate, prompt reports monthly & as requested for Family Services, Mental Health and ERSEA.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Supervises staff in the implementation of planned activities in accordance with the Head Start, Early Head Start, and Child Care strategic plan and Performance Standards.
- Supervises personnel, including recommendations for hiring, firing, performance evaluation, training, work allocation, and problem resolution.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma or GED.
- Master's Degree in Social Work, Human Services, Family Services, Counseling or related field.
- Three years of experience working with children.
- Experience working in the area of identification of family strengths and needs.
- Tiwa speaking preferred.
- CPR and First Aid certifications.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of the theories and principles of early childhood education and family support.
- Knowledge of records management procedures.
- Knowledge of community resources.

- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to exhibit emotional maturity, good judgment and high standards.
- Ability to undertake tasks requiring the exercise of discretion and the use of skills to comply with federal and state regulations and program standards.
- Ability to enter data into systems and/or files accurately and timely.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish effective working relationships with staff, parents, and other agencies and community partners.
- Ability to collect and analyze information and develop statistical analysis and reports or data.
- Ability to perform and analyze child development assessments.
- Ability to respect the dignity of each family, culture, customs and beliefs and ensures education program resources reflect the culture heritage of the children and community.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
- Ability to use effective communication skills, both verbal and written, and provide reports as needed.
- Ability to work professionally and cooperatively with staff, parents, and community members.
- Ability to understand and learn Head Start Standards, regulations, handbooks, and policies used for implementation and reporting requirements.

**PHYSICAL DEMANDS:**

- Extensive interaction with small children.
- Stoops, kneels, and bends, etc. in order to get down to a child's level.
- Sits for up to 6 hours per day.
- Talk, hear, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 50lbs.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office environment.
- Work is performed in a childcare center with high noise level.
- Evening and weekend work may be required.
- Travel is required.

**PREFERENCE:**

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.