



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 112017-26

OPENING DATE: 06/21/2026

CLOSING DATE: 09/19/2026 or OUF

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.