

First Things First Early Steps Program
August 1 – 30, 2013

1) Activities

- a) Conducted 13 out of 21 scheduled home visits.
- b) 3 drop in visit
 - i) Distributed emergency diapers, wipes
 - ii) While away at training Food Bank Vouchers, formula, and diapers were distributed
- c) Distributed books to judges office and Head Start
- d) Distributed backpacks from YRMC for distribution to children for school
- e) Participated in 5 professional developments
- f) Moved offices from Wellness Center to Social Services Building
- g) Attended Head Start open house and recruited families.
- h) Distributed incentives from National Relief Charities to enrolled families

2) Trainings/Education

- a) Sleep and Crib Safety
- b) Understanding ADHD
- c) Parents as Teachers
- d) Driving Awareness Training
- e) Human Resources benefits training

3) In Process

- a) Plan for the first monthly Early Step meeting (social)
- b) Planning for the Cultural Celebration raffle baskets and information table

4) Issues

- a) In light of moving offices and training, family interactions/home visits were at a minimal.

5) Goals/Plans

- a) Work with the FTF board and Tribal board to establish a one, three, and five year plans
- b) Continue to recruit families for enrollment into program

Submitted by: _____ Date: September 4, 2013
Lupi Rojas, Early Steps Specialist

Received by: _____ Date: _____
Christopher J. Nunez, Tribal Administrator

To apply:
Human Resources Department
14515 S. Veterans Drive
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928-624-2102 * Fax; 928-627-4895
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Cocopah Indian Tribe Job Description

Job Title: Cocopah Early Steps Specialist
Department: Administration
Reports To: Tribal Administrator
Salary: (this is a grant funded position)

SUMMARY

This position will include Early Childhood Education & Development Services; and works with plans outlined by the First Things First Program in accordance to the Cocopah Tribal Regional Partnership Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Conduct regular in-home visitations of expectant families, families with infants or with young children, addressing issues and concerns of the families, providing information and resources, and assisting parents in their parenting and developmental screening.
- Responsible for collaborating with Indian Health Services, Yuma Regional Medical Center, Tribal Departments, and other services to help families' access appropriate tribal and community resources.
- The Coordinator is responsible for guiding parents in using a developmental checklist (i.e. Ages & Stages) and in voicing their concerns and advocating for their children, which includes referrals when a developmental delay is recognized.
- Will conduct regular group meetings for all parents participating in the program, which provides an opportunity for families to meet and share issues and ideas concerning parenting.
- Will identify in-home caregivers of young children (birth to age 5) in the regional area to establish an understanding of the program and provide support and assistance.
- Responsible for creating carefully planned, developmentally appropriate programs specific to each caregiver, in an effort to provide information and referrals to community agencies that could respond to the caregiver's and children's needs.
- Will enroll tribal pregnant women in the program, informing them how to receive prenatal care services.
- Assist in coordination of follow-up visits between pregnant tribal women, tribal families and tribal community health service providers.
- Will promote breast feeding and primary health care for children
- Assists tribal members and their families to access other applicable tribal community and public services, including employment services, continuing educational institutions and governmental agencies, to provide program and referral services.
- Organize health & education activities.
- Must be able to work a flexible work schedule.
- Must be willing to travel out of town for training
- Must possess knowledge of computer skills including word/excel.
- Knowledge in tribal community with ability to maintain effective relationships with families
- Must be able to pass a fingerprint background clearance

Requirements, Education and/or Experience

- Bachelors Degree required in early childhood development, education, family studies, social work, nursing or a closely related field.
- Must possess background knowledge in prenatal health care procedures, early childhood health care needs and procedures and health care systems.
- CPR/ First Aid training certified required.
- Must have current health card.
- Must have a valid Arizona Drivers license and insurance
- Testing may be required.

NATIVE AMERICAN AND CURRENT EMPLOYEE EMPLOYMENT PREFERENCE POLICIES ARE APPLICABLE TO ALL POSITIONS. MUST BE ABLE TO PASS PRE-EMPLOYMENT AND ON-GOING RANDOM DRUG/ALCOHOL TESTS