



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368



Position: Early Childhood Intervention Specialist (Full Time)
Supervisor: Quileute Human Services Director
Salary: DOE/Q
Location: Quileute Early Childhood Education
Closes: Until filled

Job Description

This position administers activities and services of the Quileute Early Intervention funding provided by the Bureau of Indian Education Part B and C funding for Birth to 3 and 3-5, early identification and intervention for children with disabilities. General duties of the Intervention Specialist include providing community education and outreach regarding early identification and intervention and child development, observing classrooms at Child Care and Head Start to assist with identification and supports for interventions and services for identified children, screening and assessments of all children who are enrolled at the Center and for any children in the community whose parents request screenings.

Daily activities and services include, but are not limited to:

1. Screening and assessment of children, ages birth-5.
2. Documentation of classroom observations and interventions
3. Assist teachers and teaching assistants with implementing modifications and accommodations for children with IFSPs or IEPs.
4. Coordination of referrals and communication with local school districts and providers for evaluations, meetings and ongoing therapy appointments
5. Community outreach/education regarding child development, early identification and disabilities
6. Home visits and meetings with parents/caregivers as necessary
7. Data collection and completion of BIE and local reports for children served
8. Develop/maintain relationships with local agencies and partners who can also provide services, including Division of Vocational Rehabilitation, Developmental Disabilities Administration, Concerned Citizens and QVSD
9. Develop or coordinate contracts, agreements, or services for speech, physical or occupational therapy as necessary
10. Participation in online training, webinars, and certification activities as necessary
11. Other duties as assigned

Required Qualifications:

- A. High school diploma or GED with a Bachelor's Degree in Education preferred, with at least one year of early childhood or special education experience
- B. Special Education or Early Intervention endorsement preferred
- C. Ability to explain complex information in lay terms
- D. At least two years' experience working with diverse populations or in a Tribal community preferred
- E. Understanding of Quileute culture and the La Push community preferred
- F. Skilled in office organization, communication and time management
- G. Ability to work independently under minimal supervision
- H. Must possess a valid Washington State Driver's License, proof of insurance and an excellent driving record

- I. Ability to lift 40 pounds
- J. Must pass a criminal background check
- K. Ability to adhere to all Quileute Personnel Policies and Drug/Alcohol policies.

Special Requirements:

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Submit a Quileute Tribal Council job application, resume, cover letter and three professional references to:

Quileute Tribe
Human Resources Department
PO Box 279
La Push, WA 98350

Obtain a job application and description at www.quileutenation.org

Except as provided by the Indian Preference Act (title 25, U.S. Code sections 472 and 473) there will be no discrimination in the selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership or non-membership in an employee organization. If applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference given to Native Americans and Alaska Natives.