



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Early Childhood Intervention Specialist

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

THE REGION

Located in Washington State, the Olympic Peninsula is an outdoor lover's dream, providing opportunities for hiking, kayaking, camping, beach combing, surfing, fishing, and hunting. The Olympic National Park within the peninsula covers 1,442 square miles of wilderness. A big draw is the Hoh Rain Forest, one of the largest temperate rain forests in the United States.

The peninsula is home to seven Tribes: Quileute, Hoh, Quinault, Elwha, S'Klallam, Makah, and Skokomish, each having their own unique culture and traditions.



For More Information: olympicpeninsula.org
nps.gov/olym/index.htm

THE COMMUNITY

The Quileute Reservation is in La Push, WA, which is nearly two square miles and home to approximately 400 enrolled members (total enrollment is around 800.) The Tribe was thrust into the spotlight in 2005 when Stephenie Meyer published "Twilight," becoming known worldwide. This pop culture phenomenon increased tourism to La Push and Forks.

Neighboring cities are Forks (14 miles from La Push), Port Angeles (70 miles), and Sequim (85 miles.) Due to lack of housing options in La Push, most employees find housing off-reservation in Forks.



The remoteness of the West End is not for everyone; La Push is a small fishing village while Forks' population is almost 4,000 and Port Angeles is 20,000. Seattle is the closest major city in driving distance, which is 150 miles from La Push.

For More Information: forkswa.com
en.wikipedia.org/wiki/La_Push,_Washington
visitportangeles.com
sequimwa.gov
[en.wikipedia.org/wiki/The_Twilight_Saga_\(film_series\)](http://en.wikipedia.org/wiki/The_Twilight_Saga_(film_series))

THE QUILEUTE TRIBE



The governing body of the Quileute Tribe is an elected five-member Tribal Council consisting of a Chair, Vice Chair, Treasurer, Secretary and Member-at-Large; they delegate responsibilities to the General Manager who oversees Department Directors. There are 11 Departments with 130 full-time employees.

The Tribe also operates five businesses: La Push Marina, River's Edge Restaurant, Lonesome Creek Store, Oceanside Resort, and the Kitla Center.

For More Information: quileutenation.org
facebook.com/quileutetribe

THE CLIMATE

La Push is at sea level, bordering the Quillayute River and Pacific Ocean; the scenery showcases plenty of wildlife, iconic beaches, and sea stacks. On average, rainfall in La Push is 109 inches per year (the US average is 38 inches.) Due to inclement weather between late fall to early spring, the area makes for some fantastic storm-watching.



For More Information: olympicpeninsula.org/stories/weather/

Position: **EARLY CHILDHOOD INTERVENTION SPECIALIST**
Supervisor: Education Director
Location: Early Childhood Education Building
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

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-year old children, early identification, and intervention for children with disabilities. Coordinates the special education services including development of Individualized Education Programs and Individualized Family Service Plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Screening and assessment of children, ages birth to 5
- Screening and assessments of all children who are enrolled at the Center and for any children in the community whose parents request screenings
- Documentation of classroom observations and interventions
- Develop Individualized Education Programs (IEPs)
- Assist teachers and teaching assistants with implementing modifications and accommodations for children with Individualized Family Service Plans (IFSP) or IEPs
- Coordination of referrals and communication with local school districts and providers for evaluations, meetings, and ongoing therapy appointments
- Community outreach/education regarding child development, early identification, and disabilities
- Home visits and meetings with parents/caregivers as necessary
- Data collection and completion of BIE and local reports for children served
- 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
- Develop or coordinate contracts, agreements, or services for speech, physical or occupational therapy as necessary
- Participation in online training, webinars, and certification activities as necessary
- 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
- Managing the Early Intervention program budget(s)
- Conducting parenting classes
- Conducting staff training for early intervention
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to explain complex information in lay terms
- Skilled in office organization, communication, and time management
- Ability to work independently under minimal supervision

WORK ENVIRONMENT:

Pre-school/Head Start and childcare setting, work with pre-school aged children

PHYSICAL DEMANDS:

Must be able to lift 40lbs.

SUPERVISORY RESPONSIBILITY:

Yes

QUALIFICATIONS:**Required Qualifications:**

- Associate degree in early childhood or special education or in related field

Preferred Qualifications:

- Bachelor's degree in Education early childhood or special education or in related field
- Special Education or Early Intervention endorsement preferred
- At least two years' experience working with diverse populations or in a Tribal community
- Understanding of the Quileute culture and the La Push community preferred

GENERAL INFORMATION:

The statements contained herein reflect the 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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