



EPSS Parent Liaison

(Education Pathways to Students Success)

Reports to: EPSS Project Coordinator

Effective: 7/10/2023

**Status: Part-Time
(Non-Exempt)**

Location: 201 Ho-Chunk Plaza Unit 8, Winnebago NE, 68071

Job Purpose & Position Overview:

The purpose of this position is to service as a liaison between the program and service providers, provide guidance and support as needed in the program and keep all parents updated on project activities.

Specific Job Duties/Responsibilities:

- Demonstrates the Winnebago Tribe's core mission, vision, and values.
- Assist with the selection of applicants if the number of applications the program receives exceeds the limit of students allowed in the program.
- Collaborate with other parents.
- Organize talking circle meetings with parents.
- Provide input on project goals and objectives.
- Distribute monthly parent newsletter to keep parents updated on project activities.
- Serve as a liaison between the program and service providers.
- Provide guidance and support as needed in the program.

Required Qualifications/Skills:

- Must have a student enrolled in the program.
- Be knowledgeable of the Winnebago Tribe of Nebraska history, culture and language or be willing to learn.
- Must have advanced computer skills, proficiency in Microsoft Office, Word, Excel, and Publisher.
- Must have excellent verbal and written communication skills, strong organizational, detail and interpersonal skills.
- Able to maintain confidentiality.
- Ability to work independently with limited supervision and to work in a team based and goal-oriented environment.

Condition Of Employment:

- This position is grant funded and must reapply for this position every year.

Time Commitment:

- The Parent Liaison position is an annual, part-time commitment from July 2023 through May 2024. Once onboarding is complete, Parent Liaison will contribute 2 to 4 hours per week.

Supervisory Responsibilities:

- N/A



Training Requirements:

- N/A

Physical Requirements:

- Normal to light office work which includes the ability to lift up to 10 lbs.
- Regularly required to walk, stand, and sit for extended periods of time and use hands to operate computer keyboard, phone, and various office equipment.
- While performing daily duties, the employee is regularly required to talk and listen.

Mental Requirements:

- Reading, writing, calculating.
- Above average social interaction skills
- Reasoning/Analysis
- Works with minimal to no supervision.

Language Requirements:

- Must possess the ability to read, write, and speak the English language fluently.
- Must be able to continually and effectively employ professional verbal and written communications skills.

Certificates, Licenses & registrations:

- All applicants will comply with 45 CFR 1301, Subpart D, Section 1301.31, C and D, which require all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies and to comply with PL 101-630 and PL 101-637 regarding criminal records check.

HOW TO APPLY:

- Submit an application on the Winnebago Tribe of Nebraska website, under the Services tab, then under Education, select Education Pathways to Student Success.
The following is the URL to the application:
<https://surveyresponse.traxsolutions.com/Start.aspx?publicKey=2a70fc3e-eff5-450e-a23c-d18a5ce7d67b>
Applications can also be picked up from Sherriel Slowman at 201 Ho-Chunk Plaza Unit 8, Winnebago NE, 68071.

JOB CLEARANCE SIGNATURE

DATE

EMPLOYEE SIGNATURE

DATE