



NORTH FORK RANCHERIA OF MONO INDIANS OF CALIFORNIA

JOB DESCRIPTION

JOB TITLE: Child Care Program Specialist	SALARY SCALE: G7/S1 – G8/S10 (2022 RUS)
DEPARTMENT: Tribal Government	SALARY RANGE: \$44,740- \$64,410
REPORTS TO: Chief Administrative Officer	STATUS: Non-Exempt, Full-Time

JOB SUMMARY:

Under the direction of Chief Administrative Officer (CAO), the Child Care Specialist is responsible for all aspects and requirements of this federally subsidized childcare program. The Child Care Specialist is responsible for directing, planning, coordinating implementing and evaluating the Child Care and Development Fund (CCDF) Program. The Child Care Specialist will provide leadership in outreaching targeted communities under the program; will serve as a liaison between North Fork Rancheria (NFR) tribal families and the Administration for Families and Children; provide continuous support to tribal families in search of childcare subsidies; and be responsible for research and gathering data for the program.

DUTIES & RESPONSIBILITIES:

1.0 PERFORMANCE AREA 1:

- 1.1 Contract with Childcare providers as approved through CCDF Tribal Proposals.
- 1.2 Attend and present at Tribal Council meetings the CCDF program report.
- 1.3 Create educational materials for CCDF families and providers.
- 1.4 Attend State and local education agency meetings.
- 1.5 Provide technical assistance to parents and childcare providers.
- 1.6 Reviews all CCDF contracts for CAO approval.
- 1.7 Design a monitoring system to review non-licensed childcare provider homes in order to make Improvement plans.
- 1.8 Design a system of internal review processes for client files in order to assure compliance with grant Mandates and federal regulations.
- 1.9 Assuring that quality improvement activities are designed and carried out on behalf of North Fork Rancheria as prescribed by CCDF grant.
- 1.10 Track quality improvement activity spending so that the 4-9% requirement is met annually.
- 1.11 Advises CAO on final decisions on eligibility for CCDF applicants.
- 1.12 Verify CCDF timesheets and prepare payment voucher for CAO approval.
- 1.13 Assists Fiscal with preparing annual reports to the Administration for Children and families (Region IX)
- 1.14 Collaborate with local childcare resources and school districts and other childcare programs.
- 1.15 Participates in training and/or arrangement of training for parent/providers or Head Start staff.
- 1.16 Travels to sites when necessary to meet with Tribal contacts, outreach consultants, parents and/or Providers.
- 1.17 Provide families with nutrition, health/safety, and food safety information.
- 1.18 Regular and predictable attendance.

2.0 PERFORMANCE AREA 3: General Corporate Expectations

- 2.1 Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee staff meetings) and other activities as required or assigned.
- 2.2 Attends workshops/seminars as necessary to increase skills and knowledge to improve their ability to approach work effectively.
- 2.3 Supports the overall needs of the organization by working flexible or extended hours when necessary.
- 2.4 Supports the needs of the organization by traveling to other NFR sites when staffing needs dictate the



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- need for additional personnel.
- 2.5 Demonstrates awareness of, and compliance with, organizational mission and objective of NFR to provide support services for all members of the community.
 - 2.6 Supports their own staff development by completing the required hours of continuing education each year.
 - 2.7 Maintains confidentiality and respect for information regarding patients and other team members; abides by NFR Rules of Confidentiality and general privacy regulations regarding privacy.
 - 2.8 Displays a positive, professional, and respectful demeanor always toward employees, peers, professional contacts, and Tribal members, maintaining a professional appearance and positive image for organization.
 - 2.9 Contributes to the team by promoting positive staff interaction, maintains open communication with other programs/departments and works to solve issues as they arise in the work environment.
 - 2.10 Other work-related duties as assigned by supervisor. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.

EDUCATION, EXPERIENCE, LICENSE/CERTIFICATION, & SKILLS:

Education

- Must possess an Associate's degree in any social science or humanity field; or in the process of completing their AA degree with four (4) years' experience providing social service support service to low-income families having diverse ethnic and cultural backgrounds or any equivalent combination of education and experience that could likely provide the required knowledge, skills, and abilities to perform duties.

License/certification

- Valid driver's license.

Skills

- Bilingual (English/Spanish).
- Able to quickly build and maintain rapport with patients and providers of differing backgrounds, team player.
- Customer-service oriented.
- Familiar with adult learning and general training techniques.
- Positive professional insight.
- Flexibility and dependability.
- Demonstrated good problem-solving skills, sound judgment.
- Effective leadership/supervisory skills.
- Modern office practices and procedures including scanning, faxing, etc.
- Intermediate to advanced software skills with MS Office suite (Word, Excel, Outlook, PowerPoint, Publisher, Visio, SharePoint). Experience working with HRIS systems and employee portals.
- Attention to detail and excellent follow-through on work tasks.
- Able to handle multiple tasks simultaneously.



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ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental Conditions:

Work generally takes place within an office environment. Air quality is good with general adequate lighting at desk/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and public.

Physical Requirements:

- Must be able to lift up to 20 pounds and push up to 50 pounds (on wheels).
- Must be able to hear staff on the phone and those who are served in-person and speak clearly in order to communicate information to patients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

NFR complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.

I have received a copy of my job description, I have read and understand the job requirements, responsibilities and expectations set forth in my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Name (Print):	
Signature:	Date:

Created: 06.13.2022
Revised – Tribal Council approved: 08.04.2022