

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Child Care Coordinator II

EXEMPT: No	JOB CODE: 4-TS T6
TARGET SALARY: \$14.07 to \$16.55/DOQ	HIFT: 8-5
PROGRAM: Child Care	LOCATION: Child Care
REPORTS TO: ECE Division Manager	

SUMMARY: Responsible for the overall management of the child care facilities including; supervising staff, billing, program planning, development and implementation.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Responsible for planning, scheduling, directing and administering the Child Care program.

Receives applications for child care services and determines eligibility in accordance with established guidelines.

Establish and maintain files on each child to including plans and results of any individual service/educational plans prescribed by other agencies in cooperation with the parents.

Responsible for the maintenance of a safe, healthy, attractive classroom environment and cleanliness of the physical premises.

Prepare Child Care reports, vouchering, provider contracts as required by the program.

Provide appropriate direction for curriculum for different stages of growth.

Refer parents to appropriate resources according to their needs.

Must provide on-going recruitment for the Child Care program.

SUPERVISORY RESPONSIBILITIES:

Directly supervises two to ten employees in the Child Care program. Is responsible for the overall direction, coordination, and evaluation of these units.

Carries out supervisory responsibilities in accordance with organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

CDA or Associate's degree (A.A.) preferred.

Must have STARS or the ability to obtain within 90-days from the date of hire.

Must have two years supervisory experience.

Must have two years related experience and/or training; or equivalent combination or education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, and proportions, and percentages, area, circumference, and volume.

REASONING ABILITY:

Ability to define problems collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

Must have a current First Aid/CPR certification.

OTHER SKILLS AND ABILITIES:

Knowledge of standard office procedures necessary to provide for the smooth and efficient operation of the program by maintaining appointment calendars and schedules, tickler files, setting up meetings and conferences, etc.

Computer experience is required. Must have ability to work with programs such as Word, Excel, Powerpoint, and email. Additional software program experience is preferred.

Knowledge of correct English usage, grammar, spelling, punctuation, and business letter and report writing.

Ability to listen, observe and record a variety of information.

Must have the ability to function effectively under pressure of time and/or demands of several tasks at once by effectively planning, organizing, and prioritizing work, to meet deadlines, and ensure accuracy in completing work.

Ability to establish and maintain working relationships with diverse groups of people, including staff, the public, professional agencies and organizations in a courteous, professional manner using tact, and diplomacy.

Ability to prioritize assignments and work independently with little supervision.

Must have excellent oral and written communication skills.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, and sit. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS:

Must be 21 year of age upon hire.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Recourses
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: tabitha.herda@makah.com

OPEN: November 18, 2016
CLOSE: November 29, 2016

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.