



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Childcare Family Services Coordinator
Department:	Child Development
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Childcare Director

GENERAL DESCRIPTION:

Childcare Family Service Coordinator is responsible for providing family service assistance for families with children enrolled in the Lenape Early Learning Center. FSC has the responsibility for family support services including implementing, coordinating and providing direct case management services to EHS-CC families, developing and implementing partnerships with EHS-CC families including Family Partnership Agreements. Must coordinate/provide training to parents and community agencies; monitor the implementation of social services, parent involvement, volunteer services, and community partnerships and assist with the health and other support services provided to families. In conformance with QRIS Performance Standards, assist families to build on their strengths and develop plans to address areas of concern, including job market assistance, and resource identification. Must demonstrate ability to work effectively with people, possess excellent problem solving, planning, and organizational skills. Be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientation with a

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strong desire to succeed and be able to cope well with stress. This is a Salary position and sometimes may require travel, or occasional overtime on evenings and or weekends.

QUALIFICATIONS:

- Minimum requirement of a Bachelor's degree in Child Development, Education, or Social Services preferred or a suitable combination of college coursework with field experience will be considered.
- Exceptional customer service skills
- Knowledge of IEP, ILP and social services for children
- Exceptional written and verbal communication skills
- Minimum of 20 hours training required annually
- Meet and maintain all state and licensing requirements, accreditation criteria, and LELC policies
- Have no felony convictions or misdemeanor convictions for offenses relating to children or violence, and satisfactorily complete the required background check and drug testing
- Requires a high level of personal integrity and ethics
- Requires a high level of problem solving, organization skills, and must be a self-starter
- Requires good interpersonal, communication, and teamwork skills
- Requires a high level of confidentiality and flexibility.
- Ability to pass a criminal background check and drug screening
- Ability to actively engage children in play, which will require sitting, standing, bending, and minimal lifting of at least 40 pounds.
- Ability to actively engage children outdoors in various weather conditions

DUTIES AND RESPONSIBILITIES:

- Uphold and Maintain the highest level of confidentiality
- Provide local community resources to EHS and CC families and children
- Establish positive relationships between program staff and families
- Help families in crisis, and help direct them to appropriate local resources
- Help with IEP, ILP and special services
- Receive training in child abuse reporting and other family advocacy programs and trainings
- Work as part of the leadership team in long- and short-term program planning.
- Plan and procure events for monthly community resource and outreach
- Work with Teaching Staff to conduct ongoing child assessments, and bi-annual parent teacher conferences.
- Will work with Support Staff and Child Care Director to ensure Programmatic objectives and goals are met.

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- Ability to work independently.
- Effective time management and strong organizational skills essential
- Maintain personal professional development plan and Professional Development Ladder (PDL) to ensure continuous quality improvement as well as meeting OKDHS and EHS standards.
- Represent the Tribe and LELC in a positive way to promote unity and be a positive role model for families, co-workers, and children
- Be willing to gain more knowledge, experience, and training in the field of Early Childhood Development by attending virtual and in person trainings
- Other duties as assigned by the Family Services Lead Coordinator or LELC Director.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Delaware and/or Indian Preference will be observed in hiring.