



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Enrollment and Subsidy Coordinator
Department:	Child Development
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK
Immediate Supervisor:	Enrollment and Subsidy Coordinator

GENERAL DESCRIPTION:

Lenape Early Learning Center is seeking a qualified professional to oversee the program enrollment into the program and assist families with applying for subsidy care through various providers. . This person will work closely with incoming families helping with the onboarding process. This person will also assist families in completing applications to local child care subsidy programs. This person will need to provide a high level of customer service skills as well as communication skills. This position will require attention to details and proficiency in computer skills. A background in social services and or experience in subsidy care is helpful but not required.

QUALIFICATIONS:

- Minimum requirement of a High-School Diploma/GED
- At least 1 year experience working administration in Child care is preferred
- Exceptional customer service skills
- Exceptional written and verbal communication skills
- 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
- Ability to pass a criminal background check and drug screening

DUTIES AND RESPONSIBILITIES:

- Identify and procure families who may benefit from this service.
- Be a positive point of contact for prospective and enrolled families.
- Complete all necessary paperwork in a timely and efficient manner.
- Establish working relationships with the Leadership team
- Ability to work independently.
- Effective time management and strong organizational skills essential
- Maintain a high level of confidentiality
- Demonstrate unity and be a positive role model for families, co-workers, and children
- Follow the chain of command with any issues or concerns
- Attends virtual and in person trainings.

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.