



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Family Child Care 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 Family Childcare program. This person will oversee the enrollment of families participating the program. An ideal candidate will assist families with completing the application of childcare services not within the Lenape Early Learning Center. This person will establish relationships and work closely with families who are receiving in home childcare services. 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.

QUALIFICATIONS:

- Minimum requirement of a High-School Diploma/GED
- Associates or Bachelors degree in Social Services is preferred
- Or at least 1 year experience working with community outreach programs, childcare, or a combination of relevant field experience
- Exceptional customer service skills
- Exceptional written and verbal communication skills
- Accounting, professional budgeting or related experience
- 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
- Plan and procure events for community resource and outreach
- 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.