



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy

DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

White Earth Reservation Business Committee Job Announcement

Position: Child Care Assistant Specialist/Tribal Early Learning

Location: White Earth

Pay: \$19.26/Hr.

Benefits: Full

Open: 09-10-18

Close: 09-21-18

Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for Implementation of the Child Care Program funding, provide advocacy/liaison services to parents/child care providers and county agencies, assist and support training opportunity for parents/child care providers, ensure compliance with federal, state, and tribal regulations and provide statistical data for reporting purposes.

- Responsible for child care assistance, services, which include: distributing applications, intake appointments, verifications, maintain and monitoring client files and waiting list files on weekly basis; intake obligation forms, tracking parent co-payments, absent forms, processing criminal background checks, child care schedules (receiving, verifying and account payable) and approval packets and ensuring files are complete and in compliance daily basis.
- Establish and maintain an up-to-date database of parents, child care providers, copayments, obligation and accounts payable, using Tribal Data Tracker and Excel on a weekly basis developing a monthly Federal Tribal Data Tracker Report.
- Assist in the coordination of regular training for child care providers and parents throughout the White Earth Reservation.
- Assist with bi-weekly MFIP Orientations and bi-monthly unlicensed provider trainings, help develop client calendars, newsletters, group/family child care learning centers, data collections/ reports, advertising, public hearings, child count, communities needs assessment and market rate survey.

Knowledge, Skills and Abilities:

- Knowledge of principals and processes for providing child care program services. Actively looking for ways to help parents, children and program staff.
- Knowledge of administrative and clerical procedures and systems such as work processing, managing files and records, designing forms, completing reports and other office procedures and terminology.
- Knowledge of relevant equipment, policies, procedures and strategies for the protection of people, data, and property.
- Knowledge of computer software including Federal Tribal Data Tracker.
- Skilled in talking to others to convey information effectively, communicating effectively writing as appropriate for the needs of the audience.
- Skills and Abilities to apply rules and combine information to reach an appropriate conclusion to people and programs.
- Knowledge of demographics, culture, customs and geography of White Earth Reservation.
- Skilled in time management efficiently and effectively as well as developing schedules for events.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and health and safety issues as they relate to child care program policies.

Qualifications:

- **Associate degree in accounting or related field and one-year experience in a professional administrative setting using computer software or equivalent combination of education experience.**
- **Valid MN Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Send applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at:

www.whiteearth.com