

JOB ANNOUNCEMENT
Upper Sioux Community

Position: Child Care Development Fund (CCDF) Coordinator

Hours: 32 Hours a Week

Wage: Dependent on Qualifications

Closing Date: Open Until Filled

Qualifications:

- High School Diploma
- Knowledge of operating standard office equipment
- Excellent written and verbal communications skills
- Ability to prioritize projects and multitask
- Proficiency in MS Word, MS Excel, MS Publisher and MS Outlook
- Must possess valid Minnesota driver's license and proof of Minnesota insurance
- Must be willing to submit to pre-employment background check and pre-employment drug test and random drug testing after employment
- MUST be able to maintain confidentiality

Duties:

- Tribal CCDF Plan and Submission
- CCDF Reporting
- CCDF Committee Meetings Quarterly
- Daycare Background Checks
- Home Licensing
- Daycare Paperwork and Payments
- Annual Home Inspections
- Health and Safety Equipment for Community
- Provider and Community Training
- Attend Pertinent Webinars -average ten per year
- Attend all MNTRECC Committee Meetings
- Oversee Car Seat and New Baby Programs
- Baby/Toddler Event Planning
- Monthly Health and Safety information provided to Childcare Providers
- Monthly Information provided for Community
- Submit Statistic Ratios Per Grant Requirement
- Programming and Activities Provided for Community
- USC Quarterly Reports
- Collaborate with County Agencies
- Organization of All Files
- All Other Duties as Assigned

If interested. Please submit your resume and application to:
Social Services Director
PO Box 147 / 5744 Hwy 67
Granite Falls, MN 56241