



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-23-039	Opens: 04/17/2023 Closes: OUF
Position Title: CCDF Program Coordinator	
Salary Rate: \$49,920 to \$66,560/Exempt	Duty Location: Anadarko, OK

JOB SUMMARY

The CCDF Program Coordinator oversees the management of various essential behind-the-scenes tasks that keep the program functioning smoothly. To implement culturally-relevant and developmentally-appropriate language and culture practices throughout all the aspects of the program specific to the Kiowa language and culture as well as other native cultural activities. Working with the CCDF Program Director to coordinate and supervise program operations. Provide Family Engagement thru Outreach and Education.

Goal: The goal is to help provide positive and nurturing environment to increase a high quality of services, productivity for the program families, children, and staff.

Reports To: CCDF Program Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor's and/or Master's Degree in Education, Early Childhood Education, or related field with at least twelve (12) credit hours in early childhood and education courses.

Experience Requirements: A minimum of five (5) years of experience and extensive knowledge of federal grants procedures, fiscal staff and budgets.

- Meet and maintain all OKDHS Child Care Licensing standards for health, safety and learning environments, as well as an awareness of applicable federal regulations from the Office of Child Care.
- Have excellent communication skills and rapport with adults and children and excellent leadership skills.
- Undertake staffing responsibilities (hiring, training, evaluating, etc.).
- Advocate and act as a liaison for CCDF children and families.
- Assist in budgeting and monitoring expenses for the Child Card Development Fund (CCDF).

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must complete OKDHS Child Care Orientation (ELCCT, Sleep Safe, Early Learning Guidelines, First Aid/CPR Certification, Food Handler's Certification.
- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.