



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities)

Job Opportunity#: KTJA-23-26 Position	Opens: 12/20/2022	Duty Location: Anadarko, OK
Title: CCDF Child Care Program Director	Closes: OUF	
Salary Rate: \$ 26.00 to \$ 36.00 per hour	Position: Regular Full-time	Category: Exempt

## JOB SUMMARY:

The Child Care Director oversees the management of the Child Care Development Fund (CCDF) federal block grant awarded annually to the KT to increase the availability, afford ability, and the quality of child care services in the 22 counties of the SW portion of Oklahoma. The Director will assist eligible low-income, Native American families in obtaining child care services so they may work, attend education programs, or participate in other training activities. Ensure continued Tribal funding by following rules and regulations for CCDF grant contained in the 45CFR Parts 98 and 99. Develops and administers the objectives of the program including all subsequent programs as assigned in accordance with Office of Child Care federal requirements for tribal programs, the KT HR Policies and Procedures, the OKDHS Child Care Licensing regulations, as well as other applicable regulations and evidence-based best practices. To implement culturally-relevant and developmentally-appropriate language and culture practices throughout all aspects of the program specific to the Kiowa language and culture.

**Goal:** To care for children in small groups, preventing over stimulation and disorder, and providing opportunities for one-to-one interaction between children and staff.

**Reports To:** Executive Director

## HOW TO QUALIFY FOR THE JOB:

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

A minimum of 5 years of experience and extensive knowledge of federal grant procedures, fiscal staff and budgets. Oklahoma Director's Credential preferred, or working toward obtaining a Director's Certificate.

### Experience:

- Supervise and instruct employees on training and performance management to include discipline, hiring, and firing in accordance with KT HR Policies and Procedures and any other applicable laws or regulations.
- Plan and develop methods and procedures for implementing the CCA program activities and manage personnel responsible for supporting the program.
- Prepare and submit a budget for approval of fiscal year budget spending and modifications as needed annually.
- Prepare and submit a Tribal Plan Preprint, including a child count declaration, every third year indicating the operations of the Child Care Assistance Program.
- Prepares and submits annual ACF-700 statistical and narrative report and work with fiscal staff in preparation of annual 696T financial report. Also, prepare applications for construction or renovation projects as needed.
- Oversees expenditures of program in accordance with grant requirements and budget. Keep a monthly cuff account and compares with monthly expenditure reports.
- Maintains skills and knowledge of Program and Tribal CCA Software system and ensures information systems are secure and updated as needed.
- Approves applications for Kiowa families, prepares contracts with subsidy providers and monitors home and center providers.
- Shall be willing to cooperate and meet with other staff members, tribal programs, community partners as a team player in order to meet program goals and objectives.
- Shall maintain strict confidentiality of all files, documents, as well as program and participant information.
- Adheres to and follow all KT policies and procedures.
- Other duties may be assigned accordingly.

## EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (14) paid holidays
- Medical, dental, and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

## WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy
- Annual TB, Current Physical, Required Immunizations, CPR/First Aid Certification, and COVID Test.
- Must submit to and pass a pre-employment background check and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy and Federal DOT requirements.

**HOW TO APPLY:** Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver's license Copy of Indian Preference form 5-4432  
OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

**Submit To E-mail:** [hr@kiowatribe.org](mailto:hr@kiowatribe.org)

**OR drop off at:** 100 Kiowa Way, Carnegie OK 73015

**Phone:** 580-654-6464

*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. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.*