



Flandreau Santee Sioux Tribe

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Flandreau Santee Sioux Tribe Job Description

Job Title: CCDF Administrator
Department: CCDF (Child Care Development Fund)
Reports To: Tribal President
FLSA Status: Exempt (38,000--\$55,000)
Hours:

I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION

Approved by: _____ Date: _____

Approved by: _____ Date: _____

Employee Name: _____ Date: _____

POSITION SUMMARY:

Under the direction of the Tribal President, The CCDF Administrator will support the Tribe's grant/plan and application activities.

JOB DESCRIPTION:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Identifying long and short-term program goals and recommend changes to improve service delivery for families/community needs for childcare and development.
- Secure childcare funding ensures tribal/native families have equal access to high quality childcare.
- Determining feasibility of program initiatives and projects.
- Completion of application for the triennial Tribal CCDF Plan, including- child count, Sliding Fee Scale, childcare provider payment rates and CCDF triennial Plan for small tribes. Submit completed plan by required date.
- Writing amendments to the plan to better serve families and childcare providers.
- Provide annual year end ACF-700 Data Report of families/children and childcare providers. Keeping all necessary documents that verify the report data.
- Monthly Zoom meetings that are offered by the Office of Child Care that pertain to plan development, early childhood education, health and safety in childcare and will be present at these meetings

- Will be present at meetings with Tribal programs, state and federal agencies that serve families and children.
- Maintain communication with other tribal departments, federal, state agencies, and other Child Care organizations that serve children and families.
- Ensure all requisitions are correct and invoice documents are attached for quick payment to childcare providers and other vendors.
- Provide monthly review of random childcare client files to guard against mistakes or fraud.
- Update parent and childcare providers guidebooks that need revision of policies and procedures.
- Maintain a list of all login and password information for CCDF plan, including online data submission of reporting.
- Will schedule dates such as; Notice of Grant Awards, CCDF Plan submission and deadlines for grant extension, expenditures and liquidation.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

All positions require a minimum of a criminal background check to a maximum of an adjudicated P.L. 101-630 character and criminal background check.

- Good communication skills with families, childcare providers and Tribal departments and CCDF Federal and Regional staff.
- Prior grant work experience and at least 5 years with a Tribal CCDF program to understand what is required of a CCDF Tribal program during a pandemic.
- Must have high school diploma or GED, some college or Vo-tech classes related to business management.
- Must know and learn polices and procedures in working with the Tribal CCDF Program.
- Must be able to work with the public, tribal staff, and agency partners in a professional manner.
- Must be able to establish and maintain professional relationships with individuals varying social and cultural backgrounds and with co-workers at all levels.
- Must be able to communicate verbally and in writing.
- Must be discreet, this position will work with and have access to confidential client information. Must understand the confidentiality of client and provider files.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Long periods of sitting with reading and writing, dexterity of hands and fingers for keyboard use, hearing and speaking to exchange information, seeing to read reports and data, and must be able to lift 50 lbs. or more.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts.

- The CCDF Administrator will mainly work in an indoor environment. An office and supplies are provided.
- Some travel will be required outside of the local area.