

**Sitka Tribe of Alaska**  
**Job Description**  
**Child Care Coordinator**

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<b>Exempt:</b> Yes	<b>Grade:</b> 6 (\$24.16- \$26.03)
<b>Benefits:</b> Yes	<b>Hours:</b> 8:00 – 4:30 pm
<b>Reports:</b> Social Services Director	<b>Effective Date:</b> December 15, 2022

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**I. SUMMARY**

The Child Care Coordinator is responsible for developing and managing the Sitka Tribe of Alaska's new Relative Care Program as part of the Childcare Development Fund (CCDF). This position's responsibilities include developing and effectively administering program protocols, policies, and monitoring applications for relatives of tribal children to provide safe and nurturing childcare. The coordinator will serve as the lead facilitator for registering and monitoring the relative providers, assisting them with meeting health and safety standards, developing their policies and procedures, and assisting with cultural materials and opportunities. In addition, the coordinator will collaborate with Social Services, STA staff, and community and state partners to increase the supply of childcare for tribal children. This position will attempt to make this Relative Care Program relevant and beneficial to our community's population while working with our available financial and community resources. This position is grant funded and will be limited to fund availability.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**A. Child Care Coordinator Responsibilities:**

- Essential Functions
- Day to Day administration of Sitka Tribe of Alaska's Relative Care Program
- Responsible for developing the parameters and guidelines for a safe, reliable, nurturing, relative care provider program
- Develop and maintain an active recruitment campaign to increase relative providers
- Assist relative providers in getting registered and meeting the program requirements
- Monitor and communicate with relative providers to assist with any health, safety, educational, and cultural needs that may arise
- Partner with community programs or agencies that may assist or provide resources to the relative providers

- Monitor and assist local licensed providers caring for tribal children who received funds from the CCDF grant and ensure that health, safety, cultural, and education standards are met
- Maintain, track, and report on financial assistance provided to relative care providers, licensed providers, and childcare assistance for tribal children
- Develop and maintain operational protocols, policies, and procedures specific to the Sitka Tribe of Alaska's relative care provider program
- Collaborate closely with the state and local community groups working to increase community childcare which may include the Early Childhood Coalition, the City of Sitka health and human services committee, and the State of Alaska Childcare Assistance Program
- Complete monthly reports for the department director
- Fulfill all grant funding mandates and requirements
- Perform on-site visits to relative and licensed providers
- Participate as a collaborative member of the social services department with other duties as assigned

#### **B. Supervisory Responsibilities**

- No supervisory responsibilities for this position

#### **C. Abilities, Knowledge, and Skills**

- Understanding of and the ability to research State childcare licensing standards to revise and adjust appropriately to the relative care program
- Ability to collaborate professionally with parents, relative/licensed providers, grantors, community groups, and agencies
- Basic knowledge of tracking spending and reporting
- Ability to develop flyers and public service announcements for the recruitment of providers and events
- Understanding of child development
- Strong oral, written, and organizational skills
- Must have attention to detail and the ability to meet deadlines

### **III. MINIMUM QUALIFICATIONS**

#### **A. Education and Licenses**

- Bachelor's degree in social work or Human Services field preferred; Associate degree as a minimum
- Valid Alaska Driver's License

#### **B. Experience**

- Two years of experience working in the Human Services Field

- Experience working with children
- Experience in customer service
- Experience working on the computer using excel and word applications
- Experience working with and as a member of a multidisciplinary team
- Direct experience working with diverse populations and specifically the Alaska Native community and culture

### **C. Criminal Background Check**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

### **D. Drug and Alcohol-Free Workplace**

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position, therefore, is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

## **IV. TRIBAL PREFERENCE**

Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.