Position Description

Open Position: Child Care and Development Program (CCDP) Director

Position Summary: The CCDP Director is a full-time (40 hrs.) position in the Chickahominy Family Services Department. The Program Director is primarily responsible for the administration and oversight of the Tribe’s Child Care and Development Fund grant and program.

Salary and Benefits: The salary range for this position is $55,000-$65,000. Benefits for eligible employees working 20 or more hours per week include paid time off (PTO), paid holidays, and bereavement leave. The CIT does not currently offer health, dental, or retirement benefits. There is an opportunity for reimbursement of job-related educational expenses as funding permits.

Position Responsibilities:

- Design and monitor implementation of the CIT CCDP;
- Develop best practices to ensure high quality of child care services;
- Manage and provide oversight of all program operations to ensure a high level of accuracy, efficiency and consistency;
- Ensure that all program activities adhere to and meet CCDF Rules and Regulations;
- Work as a liaison on behalf of the CIT to develop long-lasting partnerships with local and state agencies, including but not limited to social and educational agencies, the state CCDF office as well as other community partners;
- Conduct outreach to families in the community to foster trust and to establish the CIT CCDP as a resource for families;
- Organize and coordinate provider recruitment events and informational sessions for families at the Tribal Center;
- Develop and maintain robust modes of communication to provide up-to-date information to families and providers on a regular basis;
- Work closely with the CIT finance officer to prepare and administer program budget as well as ensure adherence to the CIT’s personnel and fiscal policies;
- Prepare and submit the CCDF grant application and program evaluation reports as required by the Grant;
- Oversee implementation of all program policies and procedures;
- Conduct required assessments for new and existing child care providers, including but not limited to safety inspections and background checks;
- Stay abreast of state and federal childcare regulations to ensure program compliance;
- Perform an annual review of all program activities to ensure the needs of children, families, and providers are being met;
- Supervise and direct program staff, including, but not limited to management of training, compliance, employee schedules, annual performance reviews, and employee onboarding/off-boarding processes.

Position Requirements:

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Ability to review and manage the work products of others to ensure standards are upheld;
Knowledge of program administration principles and practices;
Excellent attention to detail;
Grant writing experience;
Knowledge of child care programs and resources;
Ability to prepare reports and correspondence;
Ability to communicate in writing and orally with the parents, program staff, tribal government, outside agencies, and tribal citizens;
Ability to understand and comply with federal, state, local, and tribal laws and regulations concerning grant administration;
Ability to work well with others including staff, governmental, and institutional representatives, volunteers and the public;
Ability to maintain confidentiality;
Ability to attend training and professional development as required;
Ability to travel as needed;
Ability to work well as part of a team and demonstrate a commitment to provide high-quality services to Native children and their families;
Highly proficient in Microsoft Office (Word, Excel, PowerPoint).

Position Qualifications:

- Minimum of a Bachelor’s Degree in Early Childhood Education, Early Childhood Development, Child Psychology, or a closely related field, and 5 years of professional experience preferred; or
- Any combination of experience, education, or training that would support the required knowledge and abilities;
- Knowledge of or familiarity with the CCDF Grant Program and Program/Project Management experience is a plus.

Application Process:

- Applicants must submit a completed job application, cover letter, and résumé.
- Applications must be submitted by September 11, 2020.
- Incomplete and late applications will not be considered.
- Applications can be submitted by mail. Address to: Chickahominy Indian Tribe, ATTN: Lindsey Johnson, 8200 Lott Cary Rd., Providence Forge, VA 23140
- Applications can also be submitted electronically to: Lindsey.Johnson@chickahominytribe.org.
- The Chickahominy Indian Tribe observes Indian Preference in its hiring practices. The legal authority for Indian Preference can be found in Title 25, United States Code (USC) 472, 472a, and 47; Title 25, Code of Federal Regulations, Part 5. The CIT will place all qualified applicants into one of three hiring categories listed below, in order of preference:
  - Chickahominy Indian Tribal Citizen
  - Citizens of other federally recognized Indian Tribes
  - General public applicants