



Position Description

Open Position: Quality Assurance Specialist

Position Summary: The Chickahominy Indian Tribe (CIT) is seeking an enthusiastic administrative support professional to join the Child Care and Development (CCDP) team. This is a full-time (40 hours), grant funded position in the Chickahominy Family Services Department and reports to the CIT-CCDP Director. The Quality Assurance Specialist is responsible for childcare provider grants management, health and safety resources, and other administrative activities. The Quality Assurance Specialist will be responsible for the completion of grants management tasks, ensuring the smooth functioning of the administrative operations, and supporting high-quality early childhood development.

Salary and Benefits: The salary for this position is \$50,000/yearly. 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.

Position Responsibilities:

Grants Assistance

- Support the CIT-CCDP by performing administrative tasks related to compliance, generating childcare provider grant documents, quotes, contracts, purchasing and mailing agreements and payments;
- Create and Maintain a database of the grants the CIT-CCDP can offer childcare providers;
- Work closely with CIT-CCDP team to support high quality child care and ensure the health and safety of children in care;
- Accurately input and process grant information;
- Observe childcare providers and provide recommendations related to health and safety;
- Provide technical support to childcare providers;
- Maintain childcare provider files;
- Assist with maintenance of childcare provider contracts, including updating content in an accurate and timely fashion;
- Update and maintain meeting schedules;
- Respond to mail, email, and telephone inquiries related to grant inquiries;
- Coordinate meeting logistics for both on-site and off-site meetings, including renting space and catering services as needed for training, travel arrangements, and preparing meeting materials;
- Participate in CID-CCDP team meetings and professional development opportunities to stay up to date on developments in the field and compliance requirements;
- Provide assistance to staff as needed;
- Make site visits/monitoring visits to child care providers;
- Special projects as assigned.



Position Requirements:

- At least two years' experience in administrative support;
- Excellent organizational and time management skills;
- Proven attention to detail;
- Ability to juggle multiple projects and work independently, as well as with others, in a collaborative, often fast-paced, team environment;
- Excellent customer service skills with emphasis on respectful and tactful communications;
- Strong interpersonal skills, tolerance, flexibility, and humor;
- Excellent oral and written communication skills;
- Strong information technology skills, including proven advanced experience with Microsoft Office and database programs;
- Ability to travel and attend training as needed (use of company vehicle or mileage reimbursement provided);
- Ability to work a flexible schedule (non-traditional hours) as needed;
- If necessary, perform job functions from a remote work environment;
- Demonstrated commitment to CIT values of generosity, respect, integrity, inclusion, credibility, commitment and humility, and discretion about confidential matters.

Position Qualifications:

- Minimum education of High School Diploma or GED and five years of professional experience;
- Experience in early childhood development, human services, or health and safety is a plus; or
- Any combination of experience, education, or training that would support the required knowledge and abilities.

Application Process:

- Applicants must submit a completed job application, cover letter, and résumé.
- Applicants must pass an extensive background check.
- Applications must be submitted by 5 p.m. on July 7, 2021.
- 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