

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	Resource & Referral Specialist	Posting Date:	10/06/2021	Closing Date:	Open Until Filled
Department:	Child Care	Status:	Regular Full-Time		
Duty Location:	Caddo Nation Hdqtrs., Binger, Oklahoma	Salary:	\$16.00 - \$26.00 per hour		

Job Summary:

The Child Care participates as a member of the Child Care Team in cooperation with all staff members, being professionally in job performance, complying with the confidentiality policy and personnel policies and procedures. Provide high quality customer service, referrals, and resource information to target service areas. Assist child care providers and families with their child care needs and promote R&R services within the service area. Responsible for the implementation of the Caddo Nation Plan Pre Print provider program and family goals and objectives. Work directly with the Director along with the subsidy and education teams to implement the Plan Pre Print. Participate in the community assessment. Coordinates with appropriate programs to refer families for emergency assistance of crisis intervention.

Qualifications:

Knowledge of the principles, practices, and objectives of the Child Development Program and understanding of child development theories and practices. Knowledge of and familiarity with native American cultures. Knowledge of modern office practices and procedures and Business English, spelling and math. Typing skill and experience with Excel, Word, and Publisher.

Basis of Rating: An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.

Requirements:

Must have a valid Driver's License, be insurable, favorable OSBI check and criminal history review. Able to obtain a CPR and First Aid certification. Ability to understand, follow oral and written instructions, and communicate effectively with parents, staff, and public.

Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	cwheeler@mycaddonation.com