

# 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](http://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:	<b>Subsidy Monitor</b>	Posting Date:	<b>10/6/2021</b>	Closing Date:	Open Until Filled
Department:	<b>Child Care</b>	Status:	Regular Full-Time		
Duty Location:	Caddo Nation Hdqtrs., Binger, Oklahoma	Salary:	<b>\$16.00 - \$23.00 per hour</b>		

## Job Summary:

The Child Care Subsidy Monitor approves and monitors the Caddo Nation Child Care subsidy providers and serves 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. Must be aware of health and safety policies, criminal background check procedures, quality education standards and identifying child abuse and neglect. Have training and experience as an advocate for young children and their families to include mental health, parent involvement, and disability services. Assists in writing monitoring and enforcement policies and procedures. Accepts applications and considers approval or denial of providers for Caddo Nation Child Care Subsidy programming. Monitors program annually for compliance with licensing requirements and criteria. Investigates complaints. Coordinates with appropriate programs to refer providers and families for emergency assistance in case of crisis or emergency situations.

## Qualifications:

At least 3 years of working at a state licensed child care facility or licensing monitor capacity. Knowledge of the principles, practices, and objectives of the Child Care Development Fund Program (CCDF) and understanding of child development health and safety policies and practices. 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 a favorable criminal history review. Ability to understand and follow oral and written instructions. Ability to communicate effectively with providers, staff, families, and the general 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	<a href="mailto:cwheeler@mycaddonation.com">cwheeler@mycaddonation.com</a>