

Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526

POSITION: Compliance Monitor/Data Coordinator

STATUS: Full Time

PROGRAM: Childcare

SALARY: \$18.00/Hour

DEPARTMENT: General Services

LOCATION: Fort Belknap Agency

Supervision Received: Incumbent works under the direct supervision of the Childcare Director

Supervision Exercised: None, except when serving as Acting Childcare Director when directed by memo.

General Description of Duties: The purpose of this position is to promote and support the day care needs of our Tribal children and their families in reaching full potential by becoming productive and self-sufficient. This position actively cooperates with the other programs by demonstrating a case management approach that utilizes the Childcare Program in financially assisting eligible families while in training, working or as a student.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative of the tasks performed by this position and is not all inclusive.

- Responsible for maintaining a record keeping system with Childcare applications and requirements while adhering to the program guidelines and requirements.
- Will assist the Childcare Director with the day-to-day operations of the program.
- Responsible for Childcare filing system.
- Responsible for setting up and completing Provider home visits with Providers, monitor for compliance of home and center providers and complete annual and semi-annual inspections.
- Responsible in assisting, setting up and facilitating Providers training calendar.
- Responsible for collection and management of data necessary for completing annual ACF-700 reporting by due date using DataTracker database.
- Responsible for maintaining strict confidentiality of client files, data entry, and record keeping of provider and client files.

Education: Must possess a minimum of two-years higher education or the equivalent of five (5) years work experience in Child Care Program.

Qualifications: Must possess a minimum of two years of office experience with one year of computer knowledge in database. Microsoft Word, Microsoft Excel, and Microsoft Access. Incumbent will have the training necessary to monitor Health & Safety compliance off the Child

Care Program. Microsoft Publisher and the Tribal Child Care Data Tracker Software. Incumbent must have favorable background check on file as this is a requirement.

Required Knowledge, Skills and Abilities: Must possess computer experience, ability to organize and maintain records and files. Incumbent must be proficient working with the Tribal Child Care Data Tracker software.

Special Conditions:

- Incumbent must possess a valid Montana driver's license, current vehicle insurance and be eligible at reasonable and ordinary cost for inclusion with the Master Tribal Insurance Plan.
- Incumbent will be subject to and must comply with Fort Belknap Drug/Alcohol Free Workplace and the Drug/Alcohol Testing Policy.
- Incumbent will be subject to a Background Check including criminal and work history.
- Incumbent must have never been convicted of a felony crime within his/her lifetime.
- Incumbent must have had no conviction of a misdemeanor in any jurisdiction within one (1) year of application.

Indian Preference Employer as Required by Law.

Immigration Performance Control Act: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

How to Apply: *Submit application & resume' postmarked by the closing date to:*

Human Resources Department
Fort Belknap Community Council
656 Agency Main Street
Harlem, MT 59526