

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

**POSITION:** Child Care Program Director

**STATUS:** Full Time

**PROGRAM:** Childcare

**SALARY:** \$25.00/hr.

**DEPARTMENT:** General Services

**LOCATION:** Fort Belknap Agency

**SUPERVISION RECEIVED:** Incumbent works under the direct supervision of the Chief Administration Officer.

**SUPERVISION EXERCISED:** Incumbent will directly supervise the Administration Assistant/Compliance-Monitor/Data Coordinator and the Child Care Center Director.

**JOB SUMMARY:** Responsible for all aspects of the Child Care Program requirements in all program options.

**GENERAL DESCRIPTION OF DUTIES:** The purpose of this position is to promote and support Tribal Children and their families in reaching their full potential in becoming productive and self-sufficient. To exercise personal leadership in fostering and promoting good working relations with the Head Start/Early Head Start Programs to ensure that services to the general public are fully coordinated and provided. To demonstrate a culturally sensitive and customer friendly approach that utilized the consolidated employment, training and related services provided by the Child Care Program in order to improve the effectiveness and serve the programs determined goals.

As the Program Director of the Fort Belknap Child Care Program, the program <sup>Director</sup> manager will instill a positive and professional working relationship with the child care applicants, providers and the State of Montana's Child Care Link. In turn, this will instill a stable, trustworthy, and reliable program for our Indian children who are in need of childcare of the Fort Belknap Childcare Program. The program's Director will also develop a list of tribally licensed and State Licensed; In-home, Family, Group and Center providers. The Director will develop a record keeping system that will ensure the timeliness and effectiveness of the Fort Belknap Child Care Program. The program's Director will also be responsible for writing the monthly reports, assist the Finance Department in the preparation of the annual 696T financial reporting and will be responsible for the submission of the annual ACF-700. A copy of these reports must be submitted to the funding agency and the Chief Administration Office.

The Program Manager will be required to attend trainings that are required for New Administrators of the Child Care Program. This training will be coordinated by the Office of Child Care.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of the Child Care Program. Incumbent must have good communication skills.

**EDUCATION:**Incumbent must possess an Associate's degree in Early Childhood Education

**EXPERIENCE:**Experience working with pre-school programs. Incumbent 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 must possess the ability to conduct trainings for staff and parents on the awareness of child care issues.

**SPECIAL CONDITIONS:**

- Maintain CONFIDENTIALITY at all times except when directed to do so and/or required by law
- 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 thorough background check including criminal and work history.
- Incumbent must possess a valid Montana Driver's License.
- Three letters of reference
- Current Physical and TB Test
- Current First Aid/CPR and Infant CPR card

*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