

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

**POSITION: Coordinator, ARP Stabilization Grant**                      **STATUS: Full Time NTE 2 years**

**PROGRAM: Childcare**    **SALARY: \$20.00/hr.**

**DEPARTMENT: General Services**    **LOCATION: Fort Belknap Agency**

**SUPERVISION RECEIVED:** Incumbent works under the direct supervision of the Fort Belknap Child Care Director.

**SUPERVISION EXERCISED:** None

**JOB SUMMARY:** Responsible for all aspects of administering the American Rescue Plan (ARP) Stabilization Grant.

**GENERAL DESCRIPTION OF DUTIES:** The purpose of this position will be to coordinate and administer the ARP Stabilization Grant. The incumbent will address the financial burdens faced by child care providers during COVID-19. Child care is essential to our children, our families and our communities. Incumbent will address the urgent need for resources and financial stability for our child care providers. Incumbent will develop a budget that will address these needs by:

- Administering stabilizing measures to address the financial hardship experienced by Child Care Providers during and after COVID-19. Incumbent will create criteria and the application process of administering Stabilization Subgrants to our child care providers.
- Develop activities that would increase the supply of Child Care Providers within the Fort Belknap Child Care Programs service area.
- Develop a process for stabilization subgrants to the providers within the service area of the Fort Belknap Child Care Program.
- Provide technical assistance and support for the subgrant applications process for our Child Care Providers.
- Responsible for publicizing the availability of these Subgrants.
- Provide technical assistance for our providers to meet the requirements set forth by the ARP Stabilization Grant throughout the subgrant application process.
- Monitor subgrant recipients through the duration of the grant.
- Other duties as requested

**KNOWLEDGE, SKILLS AND ABILITIES:** Incumbent must have good communication skills. The incumbent must possess the organizational skills to administer the successful coordination of required job duties.

**EDUCATION:** Incumbent must possess an Associate's degree in Business or the equivalent of two (2) years of experience in related fields.

**EXPERIENCE:** Experience working with pre-school programs is a plus but not required. 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 a needs assessment of the Child Care Program.

**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 or able to earn certification within 90 days of hire.

*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