

KAWERAK POSITION DESCRIPTION

DIVISION: Education, Employment & Training
JOB TITLE: Child Care Program Manager
POSITION STATUS: Regular, Full-Time
EXEMPT STATUS: Non-Exempt
PAYSCALE GRADE: 13-14-15-16
REPORTS TO: Vice President, Education, Employment, & Training

The Child Care Program Manager is responsible for overseeing the Child Care Development Fund Block Grant (CCDFBG) and Childcare Program in the Bering Strait region to increase availability, affordability and quality child care by supporting low-income working families and those who attend training and education programs through financial assistance. The Child Care Program Manager will ensure children's healthy development by improving the quality of early care and education and afterschool programs.

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Assist the Vice-President of the EET Division with the administration of the CCDFBG and regional child care services, ensuring that the goals and objectives of the Program are achieved.
2. Responsible for the re-authorization of the CCDFBG and implement provisions as necessary to meet compliance requirements.
3. Develop and implement annual and long-term regional childcare service plans to increase quality, accessibility, and affordability of childcare in accordance with Federal and State regulations.
4. Prepare CCDFBG application and CCDFBG Plan as required by the granting agency.
5. Prepare and submit reports, manage and monitor the budget. Authorize CCDF and program expenditures.
6. Monitor State and Federal child care regulations to ensure CCDF meet applicable standards. Develop and update policies and procedures as needed for submission to the Kawerak Board, State Child Care Licensing program and federal CCDF representatives.
7. Assist potential Child Care Provider applicants with the licensing application and fingerprinting. Submit completed application to the State of Alaska Child Care Program Office for review.
8. Conduct initial pre-licensing review for providers to ensure compliance before Child Care Program Office review.
9. Recruit and maintain a listing of Child Care Providers and Child Care Subsidy eligible families throughout the region. Update as needed.
10. Coordinate support systems and training opportunities for Child Care Providers as needed or requested.
11. Required to travel to remote villages in light commercial aircraft to recruit child care providers and provide services to subsidy clients.
12. Provide information to individuals on child care requirements including standards, reporting and payment schedules.
13. Process monthly provider invoices and calculate payments.
14. Process and distribute payments, supplies and equipment to established and potential child care providers.
15. Maintain provider Parent Subsidy files and ensure that files are updated per regulations.
16. Assist potential Child Care Subsidy clients with the application process.
17. Compile all provider and subsidy parent information in a database for federal reports.
18. Assist with the promotion of child care services through advertising, social media, community meetings, etc.
19. Attend meetings, trainings, and conferences as required to keep knowledgeable of child care rules and regulations, training, and issues that arise.
20. Other duties as assigned by the Vice-President of the EET Division.

QUALIFICATIONS:

1. Associate Degree in Early Childhood Education, Human Services or related field preferred. Must be willing to work toward Associates Degree if not yet obtained.
2. Must be able to maintain strict confidentiality.
3. Excellent interpersonal, communication and organizational skills, including demonstrated writing ability required.
4. Must be self-motivated, dependable and able to work with minimum supervision.
5. Able to work effectively with people from a variety of backgrounds.
6. Computer, keyboarding and office skills required. Working knowledge of Microsoft Word, Excel, Windows and Internet skills required.

7. Must be willing and able to travel.
8. Must be willing to work an adjustable schedule to conduct home visits outside of provider's regular child care schedule to ensure home visit does not conflict with care of children.
9. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position.

Native Preference per P.L. 93-638

Approved (12-23-16)