



CONFEDERATED TRIBES
of the
GOSHUTE RESERVATION
HC 61, Box 6104
Ibapah, Utah 84034
(833) 228-6502 or (435) 234-1138 (office)
(833) 228-6507 (fax)

JOB ANNOUNCEMENT

JOB TITLE: CTGR CHILD CARE DEVELOPMENT FUND (CCDF) - COVID-19 SERVICE CENTER OUTREACH AND COMMUNICATIONS COORDINATOR (SCOC).

STATUS: Full Time – minimum 2-year position

LOCATION: Salt Lake City – Field office.

SALARY: D.O.E.

OPEN: March 14, 2022

Close: Until Filled

Roles and Responsibilities:

Job Description: Provide COVID-19 service center outreach and communications support to the Confederated Tribes of the Goshute Reservation (CTGR) lead agency Director and Case Workers to ensure COVID-19 related service center involvement, input and feedback are coordinated in a manner that helps prepare for, prevent, and respond to COVID-19 activities. The COCC will attend relevant meetings with the CTGR child care service centers, collect relevant data from CTGR CCDF staff, service center staff, and gather, safeguard, and disseminate to the appropriate departments and individuals for processing, reporting and financial tracking purposes.

Communication and Coordination

- Maintain appropriate communications, help coordinate distribution of COVID-19 relief forms, convey data and provide updates for and with the CTGR lead agency child care service centers within the CTGR service area
- Ensure that the CTGR CCDF child care service centers are aware of CTGR COVID-19 actions and emergency response efforts
- Assist CTGR CCDF staff communicate COVID-19 preparedness training to the child care service centers

- Proactively network with CTGR CCDF Program Director, CTGR Lead Agency Case Workers, CTGR Finance Director, CTGR Covid-19 Budget Planning Committee, CTGR Tribal Council, and designated tribal staff and third-party agencies, organizations, and individuals to provide and ensure data and information related to COVID-19 funding and emergency response efforts is organized and routed appropriately
- Ensure accurate and timely internal reporting of activities in accordance with applicable federal funding timelines and required activity tracking requirements
- Work with CTGR Finance Director to ensure CCDF COVID-19 purchase requests, expenditure forecasts and requests are reported and communicated to the child care service centers in a timely manner
- Provide community liaison services to help answer logistic questions related to the disbursement and dissemination of funds, personal protective equipment (PPE), supplies, quarantine efforts, social distancing guidelines and other actions as needed.

Experience

- One (1) year experience working at the local community level; preference is given to individuals experienced with child care programs, or coordinating events, programs, or activities; and working in teams
- Good proactive communication skills and the ability to communicate ideas clearly and efficiently
- Ability to prioritize tasks and coordinate multiple activities at the same time to ensure timely completion and desired outcomes

This job description includes the primary tasks required to succeed in this full-time position. Other additional duties may be assigned as necessary.

Application Process

Applicant must be 18 years of age or older applicant must hold a valid Driver's License and dependable transportation to jobsite by the start of their position.

Preference will be given to qualified Tribal Members and Indian applicants. Applications can be obtained in person or by contacting the CTGR Business Council Secretary, Phyllis Naranjo at 435-234-1138 or 833-228-6501

Complete applications can be mailed or emailed to the following address:

Confederated Tribes of the Goshute Reservation
HC 61 Box 6104
Ibapah, UT 84034

Email: phyllis.naranjo@ctgr.us or rupert.steele@ctgr.us