



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

POSITION: CCDF Eligibility/Data Entry Clerk
Part-time

OPEN: April 1, 2021

CLOSE: Until Filled

LOCATION: Salt Lake City, UT

SALARY: D.O.E.

SUMMARY OF POSITION: Maintains data, records and determine eligibility for CCDF Subsidy program. Stay up to date with Federal CCDF regulations, policies, procedures. This position will consist of 4 to 5 work hours, Monday through Friday.

DUTIES AND RESPONSIBILITIES:

Review new CCDF applications/ re-determinations, acceptance letters and all correspondence needed for parents/guardians, providers and community programs in service area. Ensure all verification documents are in accordance with CCDF program policies and procedures.

Input new client information and sign in/out sheet information into the Tribal Data Tracker. Maintain Tribal Data Tracker and CCDF database for all programs.

Input time and attendance records into the CCDF Database for monthly and end of year reporting.

Review coordinator files for compliance with CCDF requirements.

Communicate effectively, orally and in writing, including interpersonal skills, demonstrate dependability, including high work ethic, confidentiality, dedication, timeliness, professionalism, accountability, and commitment.

Work cooperatively with CCDF Director, Program Manager, and Staff be able to take direction from superiors in a respectful way.

Answer all incoming calls and emails from the CCDF Salt Lake Field office.

Conduct intakes and certify eligibility of CCDF program applicants. Ensure all verification documents are in accordance with CCDF program policies and procedures.

Gather all information necessary, for efficient processing of participant's CCDF enrollment paperwork.

Aid CCDF staff and other duties when needed.

Maintains Customer confidence and protects CCDF operations by keeping all information confidential, staff and Child Care Centers information accordingly to CCDF policies and procedures, state and federal laws.

When necessary, travel for required training and education opportunities.

QUALIFICATIONS:

Applicant must be 18 years of age or older applicant must hold a valid Drivers 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