



CONFEDERATED TRIBES
of the
GOSHUTE RESERVATION
HC 61, Box 6104
Ibapah, Utah 84034
435-234-1138 ext 200

POSITION: CCDF-Field Office Case Worker

OPEN: November 21, 2022

CLOSE: Until filled

LOCATION: Murray, Utah CCDF Field Office
SALARY: D.O.E.

SUMMARY OF POSITION

Responsible for providing services to CCDF program clients in the Salt Lake, Utah and Tooele County. Will be responsible for managing, organizing, arranging, monitoring, and conducting the CCDF program activities in their service area to ensure effective delivery of program services.

DUTIES AND RESPONSIBILITIES:

- Communicate effectively, orally and in writing, including interpersonal skills, demonstrate dependability, including high work ethic, confidentiality, dedication, timeliness, professionalism, accountability, and commitment.
- Must be able to pass background check, including criminal records and child abuse registry, provide a negative TB test.
- Must complete 1st aid/CPR/SIDS/Communicable Disease/Abuse & Neglect within first 90 days of employment.
- Must complete at least 12 hours of childcare training each license year per *R381-100-7 Personnel and Training Requirements*.
- Process new applications, timesheets, acceptance letters, receipts, and all correspondence needed for parents, providers, and community programs in service area. Ensure verification documents are in accordance with CCDF program policies and procedures.
- Manage the eligibility of CCDF program clients to ensure files are in accordance with CCDF program policies and procedures.
- Establish and maintain effective, working relationships with parents, providers, and community programs in their service areas, to promote the quality, availability, and affordability of early child development programs, which enhances the educational, social, cultural, and emotional development of Native American children.

- Process new client files and process sign-in/out sheets, acceptance letters, and all correspondence needed from parents, providers, and community programs in the service area.
- Manage case files, re-determine eligibility, and notify parents and providers of eligibility as stated in CCDF Policies and Procedures.
- Monitor homes and childcare centers of participating CCDF Providers in service area in accordance to the CCDF Health and Safety Standards.
- Provide orientation to participants and providers and assist the CCDF participants with contracts and procedures.
- Provide resources and referrals to parents who need additional assistance in other areas of need.
- Refer all ineligible parents to other childcare programs in the communities.
- Answer incoming calls, emails for the Murray, CCDF Field Office.
- Distribute contracts for parents and providers to appropriate parties.
- Log in and route all CCDF correspondence, apply postage and mail all CCDF documents
- Conduct intakes and certify eligibility of program applicants. Ensure verification documents are in accordance with CCDF program policies and procedures.
- Works with Utah Advisory Councils, Community groups, and Tribal committees.
- Works cooperatively with CCDF staff and Program Manager, be able to take direction from superiors in a respectful way.
- Maintain confidentiality of clients, staff and childcare center information accordingly to CCDF policies and procedures, State and Federal laws.
- When necessary, travel for required training and educational opportunities.
- Performs any other tasks deemed necessary by the CCDF Program Director

QUALIFICATIONS:

- Applicants must be 18 years of age or older.
- **Will be subject to an intensive background check.**
- Valid Driver's license and dependable transportation is preferred but not necessary if applicant can get to their jobsite by the start of their position.

Preference will be given to qualified Tribal Members and Native American applicants. Application can be obtained in person or by contacting the CTGR Business Council Secretary, Phyllis Naranjo at 435-234- 1138 ext 200.

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

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

Email: edbded@yahoo.com or phyllis.naranjo@ctgr.us or rupert.steele@ctgr.us