



**CONFEDERATED TRIBES
of the
GOSHUTE RESERVATION**

**HC 61, Box 6104
Ibapah, Utah 84034
435-234-1138 (office)
435-234-1162 (fax)**

POSITION: CCDF Caseworker
LOCATION: West Jordan Office, Salt Lake City UT
SALARY: \$21-\$25 based on experience
OPEN: September 14, 2026
CLOSE: Until filled

POSITION SUMMARY

The CCDF Caseworker is responsible for delivering high-quality services to CCDF program clients across Salt Lake, Utah, and Tooele counties. This position manages, organizes, monitors, and conducts CCDF activities within their assigned caseload to ensure effective, timely, and compliant delivery of childcare assistance and support to eligible families.

DUTIES & RESPONSIBILITIES:

- Conduct intake appointments and certify eligibility for CCDF program applicants in accordance with CCDF Policies & Procedures.
- Process new applications, timesheets, acceptance letters, receipts, and all required correspondence for parents, providers, and community programs.
- Ensure all verification documents meet CCDF program requirements.
- Manage client eligibility, maintain case files, complete redeterminations, and notify parents and providers of eligibility status.
- Distribute Parent/Provider Contracts in a timely and accurate manner.
- Monitor Family, Friend & Neighbor (FFN), Exempt, and Licensed Centers participating in the CCDF Program to ensure compliance with CCDF Health & Safety Standards.
- Provide orientation and guidance to participants and providers regarding CCDF contracts, procedures, and expectations.
- Refer ineligible families to alternative childcare programs within the community.
- Answer incoming calls and respond to CCDF emails for assigned caseload; assist other caseworkers as needed.
- Route CCDF correspondence to the appropriate team member promptly.

- Work cooperatively and respectfully with the CCDF Team, Program Director, CTGR staff, SCHC staff, and other Tribal departments.
- Maintain confidentiality of all client, provider, and employee information in accordance with CCGR policies, CCDF Policies & Procedures, State of Utah regulations, and federal requirements.
- Travel for required training and educational opportunities.
- Perform additional duties as assigned by the CCDF Program Director.

Skills and Abilities:

- Effective oral and written communication skills, including strong interpersonal abilities and the capacity to express ideas clearly and professionally.
- Demonstrated dependability, including strong work ethic, confidentiality, dedication, timeliness, professionalism, accountability, and commitment to program goals.
- Ability to follow supervisory guidance and direction in a respectful and professional manner.
- Ability to establish and maintain positive working relationships with parents, providers, community programs, and colleagues.
- Strong organizational skills and ability to manage multiple tasks efficiently.
- Ability to work collaboratively within a team environment.
- Ability to uphold confidentiality and comply with all Tribal, State, and Federal regulations.
- Capacity to adapt to program needs and support a variety of tasks as required.

QUALIFICATIONS:

- Applicants must be 18 years of age or older.
- Must pass background check, including criminal records and child abuse registry
- A valid Driver's license and dependable transportation is preferred but not necessary if applicant can get to their jobsite by the start of workday.

Applications can be obtained in person or by contacting the CTGR Business Council Secretary, Phyllis Naranjo at 435-234-1138 ext. 200. Or at Phyllis.naranjo@ctgr.us

Complete applications can be returned to CTGR Secretary Phyllis Naranjo at Phyllis.naranjo@ctgr.us