



541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Early Childhood Collaborative Coordinator
SALARY:	Pay Range: 8 \$48,311.76 to \$67,540.68 annual DOE/DOQ
DEPARTMENT:	Department of Children and Family Services, Family Engagement Program
LOCATION:	73300 July Grounds Lane, Mission, OR 97801
EMPLOYMENT STATUS:	Full Time with benefits package Covered Status Background check required Non-Exempt (<i>This is a grant funded position and is contingent upon grant funding.</i>)
SUPERVISED BY:	Family Engagement Program Manager
OPENING DATE:	June 23, 2025
CLOSING DATE:	July 11, 2025

CTUIR MISSION STATEMENT

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

GENERAL STATEMENT OF DUTIES

It is the primary responsibility of this position to oversee the administration and implementation of the Child Care Development Fund grant. This includes supervision of staff, training plans, certification and monitoring of childcare providers and centers as well as budget compliance.

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Responsible for administering and implementing the Child Care Development Fund grant.
 - a. Assuring program compliance with the approved CCDF Plan and all federal requirements.
 - b. Ensures written policies and procedures are up-to-date and complied with.
 - c. Implements a quality assurance protocol.
 - d. Submits program changes via plan amendments within 60 days of programmatic changes.
 - e. Administers costs that can be charged to administration, quality, direct and non-direct services.
2. Responsible for interaction with Office of Child Care through calls, meetings and/or trainings.
3. Responsible for working with staff to ensure allocation and accurate reporting of all funds.
4. Responsible for developing cooperative and collaborative relationships with partnering agencies.
 - a. Responsible for ensuring monthly Tribal Early Learning Collaborative gatherings occur.
5. Responsible for certifying and inspecting CCDF providers.
 - a. Must complete regular inspections in accordance with CCDF regulations.
 - b. Must post inspection reports for public access.
 - c. Ensure provider/participant applications are up to date.
 - d. Ensure announced and unannounced health and safety inspections are completed and recorded/tracked for annual reporting purposes.
 - e. Ensure prospective providers are provided orientation to CCDF program and receive required mandatory training for certification on an annual basis.
 - f. Ensure criminal background checks are completed.
 - g. Must create corrective action plans and/or certifications to providers per inspection recommendations.
 - h. Must implement follow-up procedure per CCDF Program policies and procedures when a corrective plan and/or certification regarding inspection recommendations is issued.
6. Assists participants with placement changes as needed.
7. Responsible for implementing and documenting training plans in collaboration with community partners.
8. Responsible for developing and implementing recruitment plan.
9. Responsible for processing monthly childcare payments.
10. Responsible for guiding prospective providers and participants through the application process.
11. Responsible for supervising Early Learning Collaborative Assistant position and associated duties with ensuring the staff is knowledgeable of their duties and responsibilities as well as the CCDF Program Plan
12. Other duties as assigned by Family Engagement Program Manager related to Family Engagement.

SUPERVISORY AUTHORITY: Early Learning Collaborative Assistant

SIGNATORY AUTHORITY: Purchase Orders and Purchase Requests, timesheets, childcare licensing certificates, childcare assistance application approvals

ACCESS TO SENSITIVE AREAS: Access to confidential participant information

REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)

1. Bachelor's Degree in Early Childhood Development, Human Development, or closely related study, with 2 years' experience in the field of Early Childhood or closely related field. **OR**
2. Associate's degree with 4 years' experience in the field of Early Childhood Education, Human Development or closely related field. **OR**
3. High School Diploma with five years of experience in early childhood education or closely related field.

4. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing.
 - a. Orally: ability to listen, reflect and summarize communications, ability to be aware of non-verbal language and ability to explain services and processes to various learning styles.
 - b. Written: concise reports, memoranda, directives, emails and letters. Demonstrate good writing, spelling, proofing, grammar and punctuation skills.
5. Must have the ability to work as a team player and collaborate with multiple partners.
6. Must have exceptional customer service skills and experience working in tribal communities.
7. Must have the ability to exemplify problem solving skills and implement collaborative problem-solving techniques.
8. Must possess organizational skills to be self-motivated when approaching task-initiation, task-prioritization, and task-completion.
9. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
10. Must be willing to obtain and maintain CPR/First Aid certification within 90 days of employment.
11. Must be willing to receive training as part of job duties.
12. Must be willing to work evenings or weekend hours as part of program activities.
13. Must be able to secure sources of information relating to Tribal problems/concerns. Must become knowledgeable of the types of services provided by the Tribal Governmental programs.
14. Must have extensive knowledge with computer processing equipment and software, including Word, Excel, Power Point, Outlook, [Access, Adobe InDesign, Adobe PageMaker, Adobe Photoshop, *if used*] and other Office Suite software. A knowledge of computers and other office technological equipment must be kept current by attending training as directed by the supervisor.
15. Considerable knowledge of general office practices and procedures. Individual must be highly organized and have good filing skills.
16. Must be able to operate and maintain office machines (copiers, printers, scanners, etc.).
17. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.
18. Must always practice confidentiality.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Requires repetitive movement of wrists, hands and/or fingers. Often requires walking or moving about to accomplish tasks.
4. Requires standing or sitting for sustained periods of time, raising objects from lower to a higher position and/or moving objects horizontally.
5. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
6. Ability to lift up to 40 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.
4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

COVERED POSITIONS:

Pursuant to the Tribal Personnel Policies Manual, Section 2.23, this is a Covered Status Position. This position requires the individual to pass a pre-employment fingerprint background check that is sufficient to meet requirements for the Federal Bureau Investigation's Criminal Justice Information Services certification to be able to access federal information under the Tribal Access Program (TAP). This will be done before starting any Covered position with CTUIR. The individual will undergo an FBI fingerprint background check to determine clearance to be around children, re-investigations shall occur at a frequency of no more than every five years (TPPM, 22).

APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement, or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.

APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

OBTAIN AND SUBMIT APPLICATION TO:

Confederated Tribes of the Umatilla Indian Reservation
Office of Human Resources
Staffing and Recruiting
46411 Timine Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

To be considered, the application package must be post marked by the closing date.


Approved: Jue Jue Withers-Lyons, Assistant Director, Office of
Human Resources

6/23/2025
Date

Applicant Review and Acknowledgement

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

Applicant Signature

Date

