



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Personnel Department

PO Box 279 La Push, WA 98350
(360) 374-4366/4367 Fax (360) 374-4368



Job Title: Early Childhood Education Department Enrollment Coordinator
Supervision Received: Child Care Supervisor/Head Start Director
Salary: DOQ/E \$15-18 hourly probationary
\$15.75-\$18.90 hourly probationary completion
Opens: April 18, 2019
Closes: Open Until Filled

Duties and Responsibilities:

- Handle all records in a professional and confidential manner
- Assist parents along with the family/community partnership coordinator to fill out any necessary paperwork required
- Performs data entry functions in accordance with Standard Operating Procedures for all parts of the program as directed by management and coordinators
- Assists other staff to enter data into the system as needed and verifies the accuracy of data entered
- Provides reports as directed to appropriate personnel for verification of accuracy
- Maintains child and family information in an organized manner and monitors system to determine eligibility of children of the assigned sites
- Receives and processes all enrollment applications in accordance with Standard Operating Procedures
- Ability to work independently with moderate supervision, organizes, prioritize and have good time management skills
- Maintain an outreach and recruitment process that identifies eligible families with the greatest need
- Implement and maintain the Department's Eligibility, Recruitment, Selection, Enrollment, and Attendance
- Assure child's enrollment application is complete and all required verifications are included
- Inform parents/guardians of any necessary enrollment paperwork still needed
- Maintain all up-dated center enrollment numbers, and current waiting lists, and withdrawn lists
- Be familiar and informed with all attendance reports and referrals
- Distribute specific child information (enrolled, withdrawn, transfers) to appropriate staff for review
- Report Monthly Enrollment numbers to Child Care Supervisor and Head Start Director

Minimum Qualifications:

1. Must be reliable, prompt, and foster teamwork approach
2. Must be able to maintain strict confidentiality
3. Ability to communicate effectively with parents and staff
4. Experience in data entry and computers preferred
5. GED High School Diploma or GED or willing to obtain in one year
6. Must be in good health, Yearly Physical required with Current Immunization
7. Working knowledge and relationship with the community
8. Follow all policies and procedures set forth by the Early Learning and Quileute Tribe
9. Current Food Handlers Permit, TB test, First Aid and CPR card
10. Must possess a valid Washington State Driver's License or obtain
11. Must pass criminal background check and drug screen

12. Must be able to lift to 50 lbs.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council. Must adhere to Personnel Policies and Drug and Alcohol Policies.

Interested parties must submit a **QTC job application, resume, and cover letter** to the following address:

Personnel Department
PO Box 279
La Push, WA 98350
hr@quileutenation.org

Obtain a job application at www.quileutenation.org

If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives, except as provided by the Indian Preference Act (title 25 U.S. code section 471 & 473). There will be no discrimination in selection due to race, color, creed, age, sex, nation origin, physical handicap, marital status, political membership or non-membership in an employee organization.