



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Early Childhood Education Department Enrollment Coordinator

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: Early Childhood Education Department Enrollment Coordinator
Supervisor: Child Care Supervisor/Head Start Director
Salary: \$15.00-\$18.00 hourly probationary (\$15.75-\$18.90 hourly probationary completion)
Work Info: Full Time: 40 Hrs/Week (M-F)
Closes: Open Until Filled

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

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
- Other duties as assigned.

QUALIFICATIONS:

- Must be reliable, prompt, and foster teamwork approach
- Must be able to maintain strict confidentiality
- Ability to communicate effectively with parents and staff
- Experience in data entry and computers preferred
- GED High School Diploma or GED or willing to obtain in one year
- Must be in good health, Yearly Physical required with Current Immunization
- Working knowledge and relationship with the community
- Follow all policies and procedures set forth by the Early Learning and Quileute Tribe
- Current Food Handlers Permit, TB test, First Aid and CPR card
- Must possess a valid Washington State Driver's License or obtain
- Must pass criminal background check and drug screen
- Must be able to lift to 50 lbs.

GENEROUS BENEFITS PACKAGE:

- Employer paid medical, dental, vision package
- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

GENERAL INFORMATION:

The statements contained herein reflect the 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.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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