

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

**OR MAIL TO:**

Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Child Care Services Manager
POSITION NUMBER: 01810
DEPARTMENT: Economic Support Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Community Economic Support Director
SALARY: E05 \$45,961/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: October 22, 2021
CLOSING DATE: Until Filled
Transfer Deadline: October 29, 2021
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Responsible for the overall operation of the Child Care Services Program in addition to assisting with administration of public assistance programs to assist low income families with direct child care services, economic support programs and the development of comprehensive service to the Oneida community. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Ensure the Child Care Service programs management, operation, and supervision is followed per established Tribal, State and/or Federal guidelines.
2. Communicate goals, objectives, policies and procedures in accordance with contractual requirements and needs of the Oneida community.
3. Improve staff effectiveness by mentoring, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
4. Organize, plan, direct and manage daily activities of state and federal public assistance programs.
5. Supervise, assign duties and coordinate activities to staff to include hiring, orientations, scheduling, time and attendance, disciplinary actions, training, and employee motivation.
6. Improve staff effectiveness by counseling, training and recommending disciplinary action for employees; planning, delegating, monitoring, and appraising job tasks and results in a timely manner.
7. Provide program back up to Community Economic Support Director and Economic Support Program Manager as needed.
8. Develop and administer child care grants to include strategic planning, development of short- and long-term goals, organization and development of program budgets and plans.
9. Create comprehensive services for children in low income households to provide full day, full year services that promote the physical, social, emotional, cognitive and cultural development of children.
10. Monitor all child care program budgets for accuracy of expenditures and appropriate funding source reporting.
11. Assist the Community Economic Support Director in preparing tribal budgets and/or reports.
12. Develop, create and complete program narratives and fiscal reports to ensure grant compliance within established timelines.
13. Create comprehensive services for parents and children in low income households to provide full day, full year services that promote the physical, social, emotional, cognitive and cultural development of children.
14. Establish and maintain effective, collaborative working relationships with federal and state partners, local community and Tribal entities that will enhance and enrich services for low income children within the Oneida Community.
15. Provide on-going monitoring, evaluation and assessment of program initiatives for effectiveness and implement identified changes including submission of amendments to the work plan.

DUTIES AND RESPONSIBILITIES: (Cont.)

16. Maintain positive dialogue and collaboration with state and federal agencies on child care issues, special initiatives and funding issues. Actively participate in Wisconsin Inter-tribal Child Care and Tribal Income Maintenance Associations, and advisory committees, and boards as approved.
17. Advocate in the legislative process to include federal re-authorization of child care funding, state legislative processes and state child care budget process.
18. Attend outreach events, schedule and host community events and work meetings to review community needs.
19. Determine eligibility for family home providers applying for approval as a provider and meet the requirements set forth by the current CCDF plan which includes maintaining provider files, conducting background checks in collaboration with Oneida Tribal Internal Investigations, conducting home visits, and provide ongoing training, support, educational opportunities and resources for Oneida family providers.
20. Plan, develop and implement various in-service and/or workshops to interested community groups, department staff and/or tribal employees.
21. Advertise and promote the use of Tribal Social Services' programs-to customers and child care providers to ensure or enhance quality of life standards.
22. Develop corrective action strategies aimed at case error reduction and assure implementation.
23. Provide public relations through effective communication with community/individual complaints, inquires, concerns regarding program operations, policy/regulations relative to program service or benefits ensuring prompt response in all areas of concern.
24. Work with the agency training liaison to identify, establish and secure training for agency staff to ensure compliance with state and federal regulations.
25. Monitor case work of eligibility staff to ensure accurate benefit determination and compliance with state and federal regulations.
26. Review, approve and authorize fraud or front-end investigation referrals prior to sending to investigations agency ensuring referral meets agency's error prone profile.
27. Assist in fair hearing process resulting from fraud or front-end investigation findings, by reviewing contents of case files, policies, procedures, preparing written statement of case action and testifying.
28. Assist Community Economic Support Director with editing and approving preparation of documents for Accounting, drafting policies or standard operating procedures and quality improvement initiatives.
29. Maintains professional and technical knowledge by conducting research, attending seminars or educational workshops, classes and conferences; reviewing professional publications; establishing program-related networks; participating in professional associations and collaborating with representatives of contracting agencies or related organizations.
30. Monitor the daily operations of the child care center to ensure teachers are maintaining compliance with health, safety and licensing standards; assisting with direct care when necessary due to an emergency staff shortage.
31. Ensure mandatory health and safety educational standards of child care teachers are met, including annual re-certification for First Aid, CPR, Blood-Bourne Pathogens, or any other child care provider-related training.
32. Routinely review video recordings of the child care center's activities to ensure compliance with health and safety standards established by Tribal, State or Federal policy; enlisting second opinion of video review from qualified child care experts for any questionable activity regarding the care or safety of children cared for in the child care center.
33. Ensure ordering of food items (snacks) for the child care center meet nutritional standards.
34. Adhere to all Tribal Personnel Policies and Procedures, Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
35. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; reach with hands and arms. Occasionally stand and stoop, lift and/or move up to fifty (50) pounds.
2. Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work will be required.
3. A Tuberculosis (TB) Screening and/or 2 step TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of department organization, functions, objectives, policies and procedures.
3. Knowledge of the Oneida community, history, and culture.
4. Knowledge of human growth and behavior, child growth and development, parent-child relationships, parenting skills, current social and economic conditions and the effect of these conditions on families, individuals and the community.
5. Skill in operating various word-processing, spreadsheets, and database software programs in a Microsoft environment. Excellent organization skills.

STANDARD QUALIFICATIONS: (Cont.)

6. Skill in preparing, reviewing, and analyzing operational and financial reports.
7. Skill in supervising, training, and evaluating assigned staff.
8. Ability to write and administer grants, communicate efficiently and effectively both verbally and in writing.
9. Ability to exercise independent judgment.
10. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
11. Ability to work independently and meet strict time lines.
12. Ability to establish and maintain good working relationships with individuals of varying social and cultural backgrounds.
13. Knowledge of and ability to actively assist with resolving crisis situations and obtain additional resources for crisis management.
14. Certification in administering the Wisconsin Shares and other public assistance programs within one (1) year of employment.
15. Oneida certification on reporting Child Abuse and Neglect within ninety (90) days of employment.
16. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
17. Must be willing to travel with occasional overnight travel to obtain additional education and training.
18. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
19. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
20. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. At least one (1) year experience working within the social services field with direct client interaction and case management experience.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Social Work, Counseling, Human Behavior, Child Care or closely related field.
2. One (1) year of work experience in Social Service programs.
3. Two (2) years of management experience which includes direct supervision of staff; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Two (2) letters of reference.**
2. **Must provide a copy of diploma, license, degree or certification upon employment.**