



**INTER-TRIBAL COUNCIL OF NEVADA, INC.  
CHILD CARE DEVELOPMENT FUND  
2920 S. Rainbow Blvd. Suite 160 Las Vegas, NV. 89146**



**Job Announcement**

**TITLE:** CCDF LV Field Office Caseworker  
**SALARY:** \$15.83 per hour / Full-time – Grade 26  
**LOCATION:** Las Vegas Field Office, Las Vegas, Nevada  
**Dates:** May 21, 2018- May 31, 2018

**DEFINITION:** Responsible for providing services to CCDF program clients in the Southern Nevada. Will be responsible for managing, organizing, arranging, monitoring, and conducting CCDF program activities in their service area to ensure effective delivery of program services.

**SUPERVISORY:** This position is under the immediate supervision, evaluation, and direction of the CCDF Las Vegas Office Supervisor.

**DUTIES:** Manage the eligibility of CCDF program clients to ensure files are in accordance with CCDF program policies and procedures.

Works directly with parents, providers, and community programs in their service area, to promote the quality, availability, and affordability of early child development programs, which enhances the educational, social, cultural, and emotional development of Native American children.

Process new client files and process sign-in/out sheets, acceptance letters, and all correspondence needed from parents, providers, and community programs in the service area.

Manage case files, re-determine eligibility, and notify parents and providers of eligibility as stated in CCDF Policies and Procedures.

Monitor homes of participating CCDF Providers in service area in accordance to the ITCN CCDF Health and Safety Standards.

Provide orientation to participants and providers and assist the participants with contracts and procedures.

Provides resources and referrals to parents who need additional assistance in other areas of need.

Refer all ineligible parents to other child care program in the communities.

Answer incoming calls for the Las Vegas Field Office.

Distribute contracts for parents and providers to appropriate parties.

Log in and route all CCDF correspondence, apply postage and mail all CCDF

Conduct intakes and certify eligibility of program applicants. Ensure verification documents are in accordance with program policies and procedures.

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Works with Southern Nevada Advisory Councils, community groups, and Tribal Committees.

Other duties as assigned.

**QUALIFICATIONS:** Graduation from an accredited college or university with a degree in Business, Management, Public Administration or related field and four years of administrative experience OR any combination of experience, training or other preparation which would indicate possession of the required knowledge, abilities, and skills outlined for this position.

Must be motivated and "self-starter" who can work effectively with minimum or no direct supervision. Must have a positive attitude while working within the team and in tribal communities.

Knowledge of Program Administration principles and practices; knowledge of the tribal communities; and knowledge of the tribal organizations and needs; knowledge of the child care development fund program. The ability to interpret and apply Federal, State, ITCN and other program guidelines. The ability to work effectively with the tribal communities, ITCN staff, and community organizations. The skills to maintain accurate records, prepare reports, and submit them on time.

Knowledge of Microsoft Office and able to integrate and merge multiple Microsoft office programs (Access, Excel, Word, PowerPoint, Publisher) together to complete daily task.

Must possess a valid Nevada Drivers License and a good driving record. Ability to travel extensively including over night trips. Must have a reliable vehicle with adequate State insurance coverage.

**WHERE TO MAKE APPLICATION:**

Candidates must complete an Inter Tribal Council of Nevada employment application.

**PREFERENCE:** Preference will be given to qualified Indian applicants in accordance with the provisions of Section 703(i) of Title VII of the Civil Rights Act of 1964. Inter Tribal Council of Nevada is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions set forth in Section 703(1) of Title VII of the Civil Rights Act of 1964, as amended in 1991.