



## POSITION DESCRIPTION

**Job Title:** Education and Child Care Program Assistant I  
**Reports To:** Tribal Administrative Officer  
**Salary Range:** MIT Grade 2-7, non-exempt

### **Position Summary**

Provide coordinated outreach and liaison services at all levels of the education and childcare systems. Work closely with participating Tribes, counties, schools and state agencies in the effective execution of goals and objectives of each program.

### **Specific Responsibilities**

1. Identify formal and informal linkages, as well as barriers between programs/services at the school district and college levels.
2. Identify key contacts and stakeholders within the tribal communities and among counties, schools and other agencies.
3. Collaborate with appropriate local tribal and non-tribal services providers, agencies, schools and colleges to (i) improve outreach efforts, (ii) increase services available to tribal members and (iii) deliver quality services to clients.
4. Engages in ongoing networking activities to remain current on the availability of services available to Native Americans.
5. Assures that all services are delivered in a culturally competent manner.
6. Participates on various committees both within and external to the organization as deemed necessary and appropriate to the position.
7. Attends meetings as scheduled.
8. Plan and oversee meetings of parent and stakeholders.
9. Work with Tribal Administrative Officer (TAO) to coordinate with other personnel and program functions to accomplish similar and overarching goals.
10. Prepare narrative and other reports for submission to Tribal Council (monthly)
11. Performs other duties as necessary to fulfill the responsibilities of this position.

**Working Relationships and Scope:** Reports directly to the Education and Child Care Services Manager. Regular contact with individuals, Tribal communities, counties and schools, other department employees, for the purpose of obtaining and providing information.

**Performance Dimensions:** Supports mission of Mechoopda Indian Tribe. Demonstrate a basic understanding of tribal customs, traditions, values, and beliefs. Quality, quantity, accuracy, timeliness and thoroughness of work performed; quality of communications and development of

good working relationships with others internal and external to the organization; honesty and integrity in the execution of all activities; customer satisfaction with services provided; maintain and comply with all Mechoopda policies and procedures; reliability in reporting to work regularly and on time; soundness of business decisions made; maintain the integrity of confidential business information; stay current in field and utilize that information where practical. Demonstrate a friendly and helpful approach and attitude to internal and external customers; professionalism; and commitment to the job.

### **Qualifications**

1. Bachelor's Degree in Administration, Social Work, Education, or a related discipline is preferred.
2. In lieu of the above, at least five (2) years of progressive experience in Social Services/Education field.
3. Experience in program planning and development, administration, and management.
4. Experience with developing and monitoring budgets.
5. Ability to establish and maintain effective working relationships with clients, staff, volunteers, and public and private agencies.
6. Ability to communicate in oral and written form effectively with diverse client populations including low/moderate income, high risk, and diverse family systems.
7. Experience working with Native American communities desirable.

### **Other Requirements**

1. Must be eligible for coverage under the Tribe's vehicle insurance policy. Must possess a valid California driver's license, provide a current DMV printout, and be willing to travel locally, regionally, statewide and/or out-of-state, as necessary, during or after regular working hours.
2. Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code § 472 and 473). Applicants claiming Indian preference must submit verification by Tribe of affiliation or other acceptable documentation of Indian heritage.
3. This work involves long periods of sitting and may include walking, bending, crouching, stooping, stretching, reaching, or similar activities, and lifting of moderately heavy items, up to 20 lbs.
4. Must be able to satisfactorily complete a background check, fingerprint live scan, and pre-employment physical, if applicable.
5. Must be able to satisfactorily pass a pre-employment drug/alcohol/substances test pursuant to the Drug-Free Workplace Act of