

CCDF Program Director

The Seneca-Cayuga Tribe of Oklahoma is accepting letters of interest for CCDF Program Director for our Family Services Department. In compliance with the Seneca-Cayuga Tribe of Oklahoma, Tribal Government Office Employees Personnel Policy, consideration shall be given to upgrading the existing staff in accordance to the Nation's Career Development Plan, however to staff the position readily, applications/resumes will be received from prospective employees concurrently. The CCDF Program Director will be under the general supervision of the Executive Director. This position will perform a variety of administrative functions including but not limited to operations oversight, budgets, program reporting, adherence to and knowledge of Federal funding guidelines and Tribal program policies and procedures as is applicable. Applicants will have an Associate Degree in Child Care and/or Child Care Development, Certificate of Mastery in Child Development from an accredited institution, knowledgeable of CCDF Block Grant, thoroughly familiarity with Tribal and State DHS Child Care regulations, knowledge of accounting principles, accounting skills, computer literate in Microsoft Word, Excel and will demonstrate utilization of these skills, working knowledge of Data Tracker and the ability to implement and utilize. Background Check and Drug Screen shall be performed. Contact Human Resources at cbrown@sctribe.com or cjones@sctribe.com 918-791-6063 or 6037. Tribal/Indian Preference. Closing Date 11/16/2020 COB.