



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources

11404 Moorage Way

La Conner, WA 98257

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| Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy? | Y |
| Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ? | Y |

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: Grants Manager/ Data Compliance

DEPARTMENT: Education

Supervised by: SWEEC Director

POSITION SUMMARY:

The position will assist the Susan Wilbur Early Education Center (SWEEC) Director in managing four (4) grants that serve children of the Swinomish Indian Tribal Community: 1) Child Care Development Fund (CCDF), 2) Institute of Museum of Library Services (IMLS), 3) Department of Children, Youth and Family Services – ECEAP, 4) Child and Adult Food Care Program (CACFP)

This position will also oversee establishment and maintenance of complete up-to-date records, child files, and all other required program forms to endure compliance with ECEAP standards.

The Grants Manager will provide assistance with budgets, terms and conditions for each, and developing a timeline for submission of documentation to ensure that grant reporting requirements are completed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist SWEEC Director with gathering data for monthly/quarterly reports in a timely fashion.
- Meet weekly or as needed with the SWEEC Director to set a task list for action items for completion on schedule.
- Assistance with budget adjustments as needed.
- Data entry into Swinomish Indian Tribal Communities (SITC) Laserfiche system.

- Coordination with SITC's Grants and Financial Departments for reporting and collaboration.
- Compiles data from a variety of sources (e.g. attendance, monthly program activity forms, child enrollment forms, DCYF Report, Early Learning Management System (ELMS), Spec. Ed forms etc. Maintains ECEAP/Special Education Student database records for the purpose of complying with financial, legal and/ or administrative requirements.
- Because of the Tribes commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such Duties may or may not be related to their regular responsibilities.

MINIMUM QUALIFICATIONS

- Associate of Arts, Bachelor of Arts preferred or three to five years of experience in managing health grants that exceed \$250,000.
- Must have excellent communication skills, both verbal and written.
- Must have excellent organizational skills.
- Must have strong team/consensus building skills.
- Must be flexible and demonstrate a willingness to develop and expand skills.
- Must be flexible and willing to follow directions from administration.
- Must be computer literate.
- Must be able to engage and work respectfully with people from diverse backgrounds as well as fellow employees of SITC.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of managing budgets with timelines for submission of reports.
- An interest in serving Native American people and families.
- Ability to communicate well and organize work efficiently.
- Excellent oral and written communication skills.
- Experience in established effective working relationships with diverse groups and individuals.
- Must have knowledge of Child plus and Elms Data systems.

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in an office environment.

3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.
5. Will be required to attend ECEAP trainings and conferences.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of _____ is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____ Date: _____

Supervisor: _____ Date: _____