



Job Description

Childcare Support Assistant

Department:	Workforce Development Program
Reports to:	Childcare Coordinator
FLSA Classification:	Non-Exempt
Range:	7/8 \$27.41 - \$31.15 per hour DOQ
Work location:	On-Site

Position Summary

Under the supervision of the Childcare Coordinator, the Childcare Support Assistant will work closely with the coordination of Childcare Program services to support the Chehalis, Nisqually, Shoalwater Bay, and Squaxin Island Tribes, Tribal Centers, Local Center Based Providers, Voucher Based Providers, Relative and Family Providers, Tribal Members and Families eligible for services. The primary responsibility will be site visit and compliance reporting for Consortium Tribe childcare programs, child support data entry, and related services within the Workforce Development (WFD) Program. The position is located at SPIPA's Intertribal Professional Center on the Squaxin Island Reservation, near Shelton, WA.

Essential Duties and Responsibilities

To perform the job successfully, an individual must be able to function at a high level and perform each essential duty independently and accurately. The duties listed are a representation of the various types of work that may be performed.

- Collaborate with Tribal Childcare staff to schedule and facilitate, as outlined in the current Workforce Development 477 Plan, site visits with childcare centers and providers.
- Conduct site visits and inspections for center base and relative providers. Monitor and report findings.
- Work together with Tribal Childcare staff to gather required documentation.
- Collection and entry of data pertaining to child support collection and pass-through into TAS database.
- Respond to Tribal Childcare staff to obtain provider agreements and W-9 annually.
- Maintain provider and audit files to ensure all site visits, childcare staff training, and required documentation is current, compliant, and documented in provider files.
- Receive, verify, and document all Provider and Center invoices for payments from TAS.
- Meet and collaborate with Tribal Childcare staff regarding new health and safety policies, regulations or identify potential training to better assist clients.
- Facilitate training pertaining to health and safety and Childcare program services.
- Attend training and meetings related to WFD Program services.

- Preparation of check request for child support pass-through, childcare payments, and support services, as needed.
- WFD Childcare application intake and case management, if necessary.
- Enter case notes in TAS.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Early Childhood Education, Education, Social Work, or related field with one (1) year professional work experience; or equivalent combination of education and job-related experience, or
- Associate's degree in Early Childhood Education, Education, Social Work, or related field with three (3) years professional work experience; or equivalent combination of education and job-related experience, or
- High school diploma with five (5) years professional work experience; or equivalent combination of education and job-related experience
- At least one year of experience working with agency licensing, benefits eligibility, or in childcare facility preferred.
- At least two years of experience providing high level administrative support to multiple staff members at a multi-departmental organization.
- Three years computer experience with Microsoft Office Suite, Teams, Adobe or similar, and desktop publishing programs.
- At least one year experience working in a Native American communities preferred.
- Possess a valid Driver's License and proof of auto insurance.
- Pass a background investigation including confirmation of work experience.

The Childcare Support Assistant, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate and engage in a culturally humble way with all SPIPA programs to fully support the Agency's Vision, Mission, and Core Values in accordance with all Agency directives.

Required Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform job duties at a high level.

- Early Childhood and Child development.
- Willingness to work collaboratively with internal teams, Tribal partners, and external stakeholders.
- Must have a thorough understanding of data relative to compliance, and program review processes.
- Data interpretation skills.
- Proven ability to produce high quality work within short time constraints.

- Strong organizational skills and the ability to meet deadlines.
- Strong communication skills, verbal and written communication.

Physical Abilities: Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting and moving small to medium size objects weighing up to 25 pounds; frequent travel to other SPIPA or tribal locations.

Salary Range/Fringe Benefits: Range 7/8 \$27.41 - \$31.15 per hour DOQ. Benefits include medical, dental, vision, life insurance, and Agency contribution to a retirement program.

Confidentiality: This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

Equal Opportunity: SPIPA is an equal opportunity employer. Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium tribes, federally recognized Tribes, or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

Drug-free Workplace: SPIPA is committed to providing a drug-free workplace for its employees, volunteers, and the communities it serves. This position requires successful completion of a pre-employment drug test.

To Apply:

Complete and submit a SPIPA employment application (<http://www.spipa.org>), a cover letter describing how your qualifications align with this position, and a resume including three work related references to:

Archie Smith, Human Resources Manager
South Puget Intertribal Planning Agency
3104 SE Old Olympic Hwy
Shelton, WA 98584
archiesmith@spipa.org

**SPIPA Employment application is available online at <http://www.spipa.org>
under JOBS or by calling 360.426.3990**

Application screening will begin March 17th, 2025. Open until filled.