

Sisseton-Wahpeton Oyate

Job Description

Job Title: Diaper Distribution Project Coordinator

Reports To: Director, Early Childhood Intervention Program (ECIP)

Summary:

The Project Coordinator is responsible for ensuring the diaper distribution project's functions are met on a daily basis while growing and strengthening ECIP's diaper distribution program. This position must actively coordinate with other programs to provide support services for families and must provide monthly health-based parent trainings. In addition, the Coordinator will work with partners offering technical assistance to help expand and strengthen their diaper distribution on the Lake Traverse Reservation. Will work towards and support the goals of the project.

Duties & Responsibilities:

- Schedule regular diaper distribution for clients
- Track client's participation throughout diaper distribution program
- Provide health based monthly parent meetings
- Increase client's access to support services (Ex: child care services, transportation, job training, substance use treatment, housing services, etc.)
- Increase partnerships with other community programs to increase awareness and decrease health disparities
- Responsible for the submission of monthly and quarterly reports
- Responsible for post survey

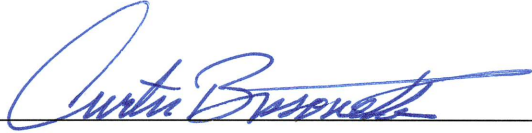
Qualifications & Requirements:

- Must have a SD valid driver's license, reliable vehicle & liability insurance
- Must be able to pass a background check
- Previous work with children and/ or families preferred
- Must have computer skills
- Knowledge of ECIP policies and procedures

- Good communication skills
- Ability to multi-task
- Strong organizational skills
- Must have excellent work ethics, is respectable, responsible and dependable
- Ability to maintain confidentiality
- Must adhere to SWO policies and procedures

Education & Experience:

- BA in Business Administration and/ or related field preferred
- Experience in administrative or clerical duties.

Approved by  Date 6/15/23