



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

POSITION DESCRIPTION

POSITION TITLE: CHILD CARE PROVIDER PART- TIME

HOURS: MONDAY – FRIDAY

SALARY: \$10.00 HOURLY PART-TIME

SUPERVISOR: ECE PROGRAM DIRECTOR

NATURE OF WORK: The Child Care Provider shall provide for successful, safe, and supervised educational setting for children while they are in the Child Care environment (classroom, outdoor play, and field trips). The Child Care Provider will promote the social, emotional, and cognitive development of the children. The Child Care Provider will organize and prepare materials required to implement daily curriculum for the Child Care classroom. The Child Care Provider will work interactively with children age 12 months to 12 years old. The Child Care Provider will also work with other staff in order to best provide quality services in a Child Care setting.

REPRESENTATIVE JOB DUTIES:

1. Develop and utilize lesson plans, which reflect mandated elements, parental and cultural influences, and promote the social, emotional, physical, and cognitive development of young children
2. Plan activities, preparing materials, and needed equipment.
3. Follow a consistent schedule, which includes small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
4. Provide and maintaining focuses for children's activities, ensuring that children are involved in activities that meet their immediate emotional, social, intellectual and physical needs: providing a variety of activities from which to choose.
5. Supervise and monitor children at all times.
6. Respond to crisis emergencies that may occur. Provide first aid or CPR; prevent the spread of blood borne pathogens, and access emergency services as needed.
7. Communicate effectively with parents, verbally and in writing, on a regular basis concerning child's activities; respond to concerns of parents: communicate necessary information
8. Maintain and organize room equipment; clean and sanitize equipment; monitor supply needs.
9. Model appropriate behavior: using developmentally appropriate communication skills.
10. Attend weekly staff planning meetings.
11. Adhere to all policies and procedures.
12. Assist in the kitchen, and other classrooms as needed
13. Ensure all record keeping requirements are completed on time.

MINIMUM QUALIFICATIONS:

1. Must be at least 18 years or older
2. Must have a G.E.D, high school diploma or be enrolled in classes working towards a G.E.D., or High School Equivalency. Must sign educational agreement
3. Ability to lift 40 lbs.
4. Must obtain a CPR training and First Aid card within 60 days of hire
5. Initial Health Exam and TB Screening required **before hire**

6. Must obtain Food Handlers Permit. within 60 days of hire
7. Hepatitis B shot required **before hire**
8. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
9. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
10. Must be able to work in a team environment.
11. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

DESIRABLE QUALIFICATIONS:

1. Should have completed 20 hours of S.T.A.R.S. training.
2. Work well with children 12 months- 12 years old. Some knowledge of Early Childhood educational practices, child guidance and positive reinforcement.
3. Demonstrate work experience reflecting conscientious work practices including punctuality and good attendance.
4. Have a positive, loving, and caring attitude, and be able to gain the trust of both children and their parents.

This position is at will and does not create a contractual relationship between the tribe and the employee.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

1. Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**
2. Cover letter

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____