

TEMPORARY WITH BENEFITS

MAKAH TRIBE POSITION DESCRIPTION

JOB TITLE: Child Care Provider

EXEMPT: No

TARGET SALARY: \$9.39 to \$11.05/DOQ

PROGRAM: Child Care

REPORTS TO: Child Care Coordinator

JOB CODE: 5-SA T-5

SHIFT: Flex

LOCATION: ECE Bldg

SUMMARY: This position will serve as a primary childcare provider for children three months to twelve years of age in the Edie Hottowe Child Care Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Because of the Tribe's 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.

Responsible for the safe and nurturing supervision of children while in child care.

Assist in the implementation and carrying out age appropriate lessons plans and schedules.

Maintain a safe, healthy and caring environment for children participating in the child care program. Encourage friendly, welcoming environment for families.

Conducts a variety of learning activities to teach and reinforce cognitive and motor skills. Instruct children in personal hygiene, eating habits, patience, self-expression, colors, shapes, language, and culture.

Assists in the use of a variety of instructional aids to encourage children to learn through a variety of stimuli through the seven intelligence's.

Responsible for clean up of tables, floors and counter areas, keeping area clear of debris at all times.

Responsible for completing daily paperwork as required.

Responsible for serving of snacks that meets or exceeds USDA meal requirements, and feeding infants and small children. Required to sit at the table and eat with the children during all meals times; family style.

Required to maintain constant interaction with the children throughout the day.

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Required to frequently change soiled diapers, this includes checking diapers throughout the day and logging the information on the appropriate chart.

Required to assist in toilet training.

QUALIFICATIONS REQUIREMENTS:

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED).

Washington State STARS Training Course or ability to obtain within 90-days for continued employment.

Child Development Associate (CDA) credentials preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of parents and employees of the program.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY:

Ability to apply commonsense understanding to carryout out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must have a valid Washington State Drivers license and insurable. May be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

This position is classified as a sensitive Tribal position. Therefore, applicant must authorize a background investigation in order to be considered for an interview.

Must have Infant/Child First Aid/CPR certification of the ability to obtain within 90-days of employment.

Must have Washington State Food Handler's Permit or the ability to obtain within 90-days of employment.

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Must have HIV/Blood Borne Pathogens Certification or the ability to obtain within 90-days of employment.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

OTHER SKILLS AND ABILITIES:

Ability to relate to and talk to children in a calm, nurturing, and appropriate manner.

Ability to develop and maintain good working relationships with staff, parents and community members.

Ability to maintain confidentiality of records and information pertinent to the nature of work.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

SPECIAL REQUIREMENTS:

Must be 18 years old.

SKIN TESTS:

TB - All employees must have a negative tuberculin test upon employment and annually thereafter.

PHYSICAL DEMANDS:

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.

Must be physically fit, willing and able to be on the floor during interaction with the children.

Must be able to crawl, walk, and run during interaction with the children during indoor and outdoor activities.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate to loud.

WORK HOURS:

Should there not be sufficient children in child care at any given time to warrant the adult-child ratios, staff may be sent home without pay. Providers are not guaranteed 40 hours per week.

ACKNOWLEDGEMENT

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This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: November 7, 2018
CLOSE: November 26, 2018

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.