



# Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

## VACANCY ANNOUNCEMENT

**POSITION TITLE:** ECE AID/ASSISTANT COOK

**SUPERVISOR:** ECE PROGRAM DIRECTOR/CHILD CARE MANAGER

**OPEN:** OPEN UNTIL FILLED

**SALARY:** \$16.00 HOURLY 1 FTE

**REPRESENTATIVE DUTIES INCLUDE:** The ECE Aide/Assistant Cook, under the supervision of the Head Start/Child Care Lead Teacher, shall provide for a successful, safe, and supervised educational setting for children while they are in the Head Start environment (classroom, outdoor play, and field trips). Assist the Head Start/Child Care teacher with planning weekly activities for class and individual students. This employee will be working directly with the Teacher and the Head Start/Child Care staff involving supervision, care and instruction of children. Assist with preparing meals, serving and cleaning up after meals, keeping daily records of number of children served.

**MINIMUM QUALIFICATIONS:**

1. Must be at least 18 years or older
2. Must have a G.E.D. or High School Diploma
3. Work well as a Team player.
4. Ability to lift 40 lbs.
5. Must obtain a CPR training and First Aid card within 30-days of hire
6. Initial Health Exam and TB Screening required before hire.
7. Must obtain Food Handlers Permit within 30-days of hire
8. Urinalysis Test and Finger Print Background required before hire
9. Hepatitis B shot required before hire
10. Must be able to work well with preschool children and families.
11. Must be able to communicate well with parents, staff, and community.
12. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral 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.

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

**MUST RECEIVE APPLICATIONS: Open Until Filled.** The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: \_\_\_\_ Date: \_\_\_\_\_

5/18/2023