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: **HEAD START/CHILD CARE ASSISTANT**

SALARY: **$17.13 DOE/DOQ HOURLY 1FTE**

SUPERVSOR: **ECE PROGRAM DIRECTOR**

NATURE OF WORK: The Head Start/Child Care Aide, 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.

REPRESENTATIVE JOB DUTIES:

1. Assist the Head Start/Child Care Teachers with daily, weekly, and monthly planning and supervision of children in individual, small, and large groups
2. Assist Teacher in record keeping: child observations, screening, file work, and copying.
3. Required to attend all staff meetings to ensure effective communication and assist with the integration of all services to children and families.
4. Attendance and participation in Early Childhood Development training is required.
5. Assist with supervision of children during mealtimes, on the playground, on field trips, classroom, and all other related activities.
6. Assist in providing small group activities with children
7. Assist with classroom clean-up duties, light janitorial and diaper changing as needed
8. Assist with meal set-up and clean-up
9. Assist with home visits and family nights
10. Assist with all activities involving classroom and family activities
11. Adhere to all policies and procedures.
12. Must attend all trainings
13. Other duties as assigned

JOB REQUIREMENTS:

1. Must obtain a CPR training and First Aid card within 30-days of hire
2. Initial Health Exam and TB Screening required before hire.
3. Must obtain Food Handlers Permit within 30-days of hire
4. Urinalysis Test and Fingerprint Background required check before hire
5. Hepatitis B shot required before hire
6. Must be able to work well with preschool children and families.
7. Must be able to communicate well with parents, staff, and community.

MINIMUM QUALIFICATIONS:

1. Must have GED or High School Diploma
2. Must be at least 18 years or older
3. Work well as a Team player.

4. Ability to lift 40 lbs.
5. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
6. Must be able to work in a team environment.
7. Strong organizational, communication and interpersonal skills preferred.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint 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. Some knowledge of Early Childhood educational practices, child guidance, and positive reinforcement. Experience in Head Start
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

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

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

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____