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:** **HEAD START/CHILD CARE ASSISTANT**

**SUPERVISOR:** **ECE PROGRAM DIRECTOR**

**OPEN:** **UNTIL FILLED**

**SALARY:** **$17.13 HOURLY 1 FTE**

**REPRESENTATIVE DUTIES INCLUDE:** The Head Start/Child Care Aide, under the supervision of the Head Start/Child Care Lead Teacher, shall provide for 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 the Head Start/Child Care Teachers with daily, weekly, and monthly planning and supervision of children in individual, small, and large groups Assist Teacher in record keeping: child observations, screening, file work, and copying.

**MINIMUM QUALIFICATIONS:**

1. Must have a G.E.D. or High School Equivalency
2. Must be 18 years old or older
3. Ability to lift 40 lbs.
4. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. 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: _____