



LOWER ELWHA KLALLAM TRIBE Child Care Assistants (on call)

OVERVIEW: Provide assistance to Lead Teachers for the Lower Elwha Klallam Tribe Child Care. Person will be responsible for ensuring a developmentally appropriate childcare program and environment for children one month to 12 years of age. Person will assist in all phases of classroom activities, planning, teaching and guiding the children, must be willing to attend local and out of town training when needed for the job. Person must be nurturing, companionate, and caring.

WORK LOCATION: Lower Elwha Klallam Child Care

SUPERVISED BY:	Program Supervisor
POSITION STATUS:	Part-time
SALARY LEVEL:	Level 6A
WORK SCHEDULE:	Schedule will be determined by supervisor

ESSENTIAL FUNCTIONS OF JOB:

- Assist Lead Teachers in directing the children's learning activities as well as preparation of materials.
- Will assist the Program supervisors/teachers in becoming familiar with each child and assist with developing appropriate goals for each child.
- Assist Lead Teacher and children by participating in individual and group activities such as story time, circle time, classroom stations, play dough, etc.
- Assist in choice time by letting the children guide their play.
- Assist in transitioning in classroom (washing hands, potting, meals/snacks, going outside, going from project to project, changing of activities, clean-up, etc...)
- Nurturing and caring for children totally dependent upon caregiver to protect them from harm and meet physical, emotional, and intellectual needs. This includes but is not limited to: consistency, comforting, encouraging, feeding, diapering, holding, napping, playing, reading, singing, sensitive interacting and attending to all of young child's needs.
- Allow child to what they can for themselves, encouraging independence and self-help skills, assisting when necessary.
- Ensure that each child's information is maintained in a confidential manner.
- Assist in guiding children's behavior and management.
- Assist in serving USDA approved meals and snacks to children. Knowledge of proper serving sizes for infants, toddlers, preschool and school-age children. Sit with children at meal time and model healthy eating behaviors and good manners.
- Be familiar with special dietary needs (allergies) and medical issues (asthma, etc..) of children.
- Be familiar with and help implement the DSHS Minimum Licensing Requirements for Child Care Centers.
- Assist in comforting children during naptime. This requires sitting on the floor, rocking, holding, rubbing backs, reading, etc...
- Must adhere to individual sleeping and eating patterns and needs of infants and toddlers rather than an adult prescribed time schedule.
- Assist in preparing food, setting table, serving, cleaning and sanitizing of tables, chairs and floors.
- Preparation of bottles (formula or breast milk), assist with sippy cups.
- Assist in providing opportunities for Infant to have Tummy Time and Back Time and freedom to move their legs.
- Responsible for maintaining a safe, sanitized and clean environment.
- Assist with all indoor/outdoor physical activities.
- Must assist in hand washing, face washing, wiping noses, diapering, potty training and toileting duties and changing clothes as needed.
- Assist with transitioning to other classrooms, Head Start, or other programs.
- Assist during field trips, local and out of town.
- Write objective observations of children, notes to parents and keep accurate documentation and records for Center's reporting responsibilities.
- Be at the children's level.
- Maintain safe indoor and outdoor play areas.
- Perform other related job duties as assigned by supervisor.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

- Knowledge of basic Early Childhood programs.
- Ability to organize and coordinate workload and complete work assignments;
- Ability to maintain **CONFIDENTIALITY**
- Ability to comply with **TRIBAL** policies and procedures;
- Ability to follow instructions and adhere to prescribed routines and practices
- Ability to meet and communicate orally and clearly with public
- Must demonstrate commitment and understanding of the regulations regarding maintenance of potentially sensitive information to meet confidentiality requirements and best practices.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required
- Must pass a Washington State Patrol Criminal History Background Check prior to hiring and a DSHS Background Check.
- Must have within 30 days of hire: Infant/Child/Adult CPR, First Aid and Clallam County Food Handlers Permit.
- Must have HIV/AIDS and Blood borne Pathogens Training.
- Must have a negative TB skin test.
- Must meet STARS requirements and be listed in the STARS Training and Registry System, which includes 20 Basic STARS Hours and 10 continuing STARS hours annually, within 6 months of hire.
- Must have working telephone.
- Maintain confidentiality of program information.
- Must have good personal hygiene and grooming.
- Valid driver license and insurable driving record.

OTHER CONSIDERATIONS:

- Must be able to comply with the Lower Elwha Klallam Tribe Drug and Alcohol Free Workplace
- Must pass UA testing, done prior to employment
- Must be sensitive to staff, children, and families with allergies in a perfume free environment
- Must be a team player
- Must be able to follow directions and guidelines
- Must be maintain a positive attitude
- Must know and use safe work practices
- Must be able to follow directions from supervisor
- Report to work at scheduled time and maintain good attendance.
- Complete job duties assigned in a timely manner.
- Must be able and willing to participate in staff training, meetings and workshops in and out of town.
- Must be willing to further Early Childhood Education.
- Must keep classroom, equipment, bathrooms, changing tables, sinks, counters, tables, chairs, floors, toys and supplies, ect... clean and sanitary following the Minimum Licensing Requirements and LECC Parent Handbook and Health Policies.

PHYSICAL REQUIREMENTS:

- Often physically demanding, this includes lifting and carrying children, occasionally up to 50 pounds.
- Must be able to work in a wide range of positions 8 hours per day, including but not limited to squatting, sitting in/at child size furniture chairs, sitting and getting up off the floor, bending, standing, walking, running, jumping, chasing, crawling, and generally being able to maintain eye contact with children being served.
- Able to sustain prolonged standing, sitting and walking
- Able to bend, stoop and stretch.
- Must participate in play with children, including but not limited to walking, running, jumping, chasing, crawling and climbing.
- Able to focus and be alert to task

As with all position of the Lower Elwha Klallam Tribe this position is Indian Preference in hiring accordance with P.L. 93-638.

OPENING DATE: February 3, 2012

CLOSING DATE: February 17, 2012

CONTACT: Employment Services: 360.452.8471 Ext. 103