



Standing Rock Sioux Tribe
Human Resource Department
Wówašečhuŋ Awáŋwičhayaŋka Óítħačħaŋ
personnel@standingrock.org

Bld 1 N. Standing Rock Ave
Po Box D
Fort Yates, ND 58538
Phone (701) 854-3826
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POSITION: Child Care Giver
Kiddie College Day Care Center

SALARY RANGE: (\$11.71-\$14.64) Per Hour + Annual & Sick Leave

OPENING DATE: November 03, 2016

CLOSING DATE: November 22, 2016

SCOPE OF POSITION:

The Child Care Giver is responsible for the care of infants and toddlers in the daycare center. This includes; feedings, diapering, nurturing (holding, soothing when upset) and providing age appropriate learning activities. The Child Care Giver will be required to use the HELP checklist Book as a curriculum-based assessment. The HELP Checklist Book provides skills, behaviors and strategies to use when planning structured activities for infants and toddlers.

DUTIES AND RESPONSIBILITIES:

1. Plan age appropriate activities use the HELP Checklist book utilizing the space of the classroom and allow the infants and toddlers to explore and learn through hands-on activities.
2. Provides experiences that stimulate children to explore and express their creative abilities.
3. Provide an environment in which children can learn and practice behaviors that are appropriate and acceptable individually and in a group setting.
4. Be willing and capable of interacting with the children on the floor, at their eye level.
5. Assist children in getting along with other by encouraging feelings of empathy and mutual respect among children and adults (you must model the proper behavior for problem solving).
6. Provide healthy environment to prevent illness by ensuring proper hygiene when handling infants and by sanitizing all toys and equipment on daily basis.
7. Provide positive nutrition feedings, this is done by feeding on a child's schedule (formulas and baby food).
8. Practice early literacy by reading to the children.
9. Responsible for the well-being and safety of the children in their care.
10. Prepare children for meals and naptime.
11. Must report immediately to the supervisor for anything out of the ordinary concerning the children or daycare center.
12. Must be willing to work with other staff and share ideas to make a positive atmosphere for the children.
13. Be a competent organizer, planner and record keeper.
14. Maintain an open, friendly and informative relationship with the children's families.
15. Must attend and participate in all staff meetings and trainings as required.
16. Must have desire to work with children.

Níktič'íčhiyapi ki Wówašečhuŋpi Uŋ patítanpi
"Promoting Self-Sufficiency through Employment"

QUALIFICATIONS:

1. Applicant must have a high school or GED with one and one-half (1 ½) year's experience in an Early Childhood setting.
2. Must be able to pass a background check (regulations require no child abuse, neglect or any serious violent crimes or charges).
3. Applicant must obtain a CPR/First Aid certificate within ninety (90) days of hire.
4. Applicant must complete an annual physical and TB skin test prior to employment.
5. Applicant must follow the programs policies on time and attendance.
6. Applicant must sign and adhere to confidentiality agreement.
7. Applicant must obtain food handlers certificate within ninety (90) days of hire.
8. Applicant will be interviewed by the interview panel and the Kiddie College Daycare Supervisor.

NOTICE:

SELECTED CANDIDATE(S) FOR STANDING ROCK SIOUX TRIBE POSITIONS ARE SUBJECT TO ALCOHOL AND DRUG TESTING. FAILURE TO ADHERE TO AND SUCCESSFULLY PASS THE ALCOHOL AND DRUG TESTING WILL BE CAUSE FOR REVOCATION OF JOB OFFER.

No tribal housing is available. The incumbent will work under the supervision of the Center Supervisor, Kiddie College Day Care Center. The position is located at the Kiddie College Day Care Center, Fort Yates, ND.

APPLICATIONS:

Submit a tribal application to the Human Resource Office, Standing Rock Sioux Tribe, P.O. Box D, Fort Yates, ND 58538.

ALL APPLICATIONS RECEIVED AFTER 4:30 P.M. ON THE CLOSING DATE WILL NOT BE CONSIDERED.