

JOB ANNOUNCEMENT

POSITION: Day Care Aide
PROGRAM: Tribal Programs
SUPERVISOR: Child Development Coordinator
SALARY: \$16.15 (Grade 13, Step 01)
CLASSIFICATION: Non-Exempt

OPENS: May 5, 2023

CLOSES: Open Until Filled

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT
BACKGROUND CHECKS ON ALL NEW EMPLOYEES.**

SPECIAL CONSIDERATION:

This position is subject to random drug testing and a background check as a condition of employment because the incumbent has direct contact with children and may transport children. This individual has access to sensitive personal data. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

JOB FUNCTION:

The incumbent will be under the direct supervision of the Child Development Coordinator. The Day Care Aide will work in the **Nursery Area**, caring for infants (age six weeks to 1 ½ years). Supervisor may assign to a different area as needed.

Characteristics of successful Performer: This person is a team player with a positive attitude always striving to do a better job and neat in appearance.

SPECIFIC DUTIES:

1. Assist in the daily activities of the Day Care Center.
2. Provides direct supervision of the children at the Day Care Center.
3. Controls activities that include recreation equipment and teaching aids that stimulate learning.
4. Will be aware of medical problems that might affect a child and/or other children.
5. Will be required to cover for staff in other areas in the day care program.
6. Be willing to open and close center on a rotating schedule.
7. Be willing to prepare meals for children on a daily basis.
8. Must be willing to assist in other tasks as needed.
9. Informs supervisor of children's behavioral, learning or health problems.
10. Will perform daily/weekly cleaning of equipment and play items for the infants.
11. Will perform other related duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. Must be a high school graduate or have successfully completed the G.E.D. program.
2. Must have one year experience in a job that required supervision of children.
3. Must be very dependable.
4. Must have a nurturing nature with infants and children.

5. Must have reliable transportation and must have a phone or a very reliable message service.
6. Must have a complete background check performed upon hire.
7. Must be willing to obtain CPR, First Aid and Food Handlers Certificates within 6 weeks of hire.

Physical Demands:

The incumbent will lift up to 35 lbs.

There will be a lot of bending, stooping, and standing.

Time to time incumbent will need to sit on the floor, doing actives with children.