

# **JOB ANNOUNCEMENT**

**POSITION:** Intermittent Day Care Aide (2)

**PROGRAM:** Tribal Programs Administration (Newe-Numa Resource Program)

**SUPERVISOR:** Child Development Coordinator

**SALARY RANGE:** \$ 14.34 (**Grade:** 05/12)

**LOCATION:** Owyhee, Nevada

**OPENS:** May 21, 2024

**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 comes into regular contact with children and transports 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 on an as-needed basis with no set schedule while performing the following duties:

**SPECIFIC DUTIES:**

1. Assists in the daily activities of the Day Care Center.
2. Under the direct supervision of the Day Care Coordinator, 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. Informs supervisor of children's behavior or learning problems.
6. Will perform other related duties as assigned by immediate supervisor.

**MINIMUM QUALIFICATIONS:**

1. Must be a High School Graduate or have successfully completed the GED Program.
2. Six (06) months experience in a job that required supervision of children is preferred, but not a requirement.
3. Must have reliable transportation and must have a telephone or a VERY reliable message service.
4. Must be at least 18 years of age.
5. Must CPR and First Aide certified or able to obtain with 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.