

**Pit River Tribal Office**  
36970 Park Ave  
Burney, CA 96013  
www.pitrivertribe.org



**Human Resources Dept.**  
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Ajumawi • Aporige • Astariwi • Atsugewi • Atwamsini • Hammawi • Hewisedawi • Illmawi • Itsatawi • Kosealekte • Madesi

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Agnes Gonzalez  
Tribal Chairperson

Mickey Gemmill Jr.  
Tribal Vice Chairman

Tracy Eleck  
Tribal Secretary

Brandy McDaniels  
Tribal Treasurer

Charles White  
Tribal Administrator

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## Job Posting

**Position Title:** Daycare Aide

**Department:** Daycare

**Reports To:** Daycare Coordinator

**Classification:** Non-Exempt/Full Time

**Pay:** Hourly-DOE

**Introduction:** The purpose of this position is to provide support services to Tribal administration specifically the Pit River Tribe Tribal Administrator and the PRT Human Resources Director. The Administrative Assistant will assist with researching grants and maintaining accurate tribal records and documentation. This position shall work in conjunction with committees as assigned, Tribal Council, and federal and/or other organizations and individuals to establish proactive working relationships.

**Responsibilities:** Because of the tribe's commitment to community service and the wellbeing of its members, each employee may be expected to perform a wide range of office duties. Such duties may or may not be related to their responsibilities; specific duties include:

- Provide direct care and supervision of children as directed by Daycare Coordinator or the Acting Director in his / her absence.
- Have direct contact and communication with parents and / or guardians of children enrolled.
- Assist in the development of program content and curriculum with the ability and desire to be involved in all aspects of childcare from infancy through twelve years old. Must be sensitive and caring to infant's and children's needs.
- Carry out activities in compliance with licensing regulations and Quality Assurance standards, interacting with all children, all ages in all activities.
- Transport or walk children to and from home, bus stop, activities, and health appointments as needed.
- Other duties as assigned by Daycare Coordinator.

**Qualifications:**

- High School graduate or GED Certification.
- Current participant in an occupational program conducted by an accredited high school or college.
- Will be required to work towards obtaining your AS Degree in Early Childhood Education.
  
- Daycare staff shall be in good health, and shall be physically, mentally, and occupationally capable of performing assigned tasks.
- Good physical health shall be verified by a health screening including a PPD tuberculosis skin test (or chest x-ray) performed by or under the supervision of a physician not more than one year prior to or seven day after employment.

- A health screening report signed by the person performing such screening shall indicate the following:
  1. A person's physical qualifications to perform the duties to be assigned.
  2. The presence of any health conditions that would create a hazard to the person, children, or other staff.
- Must be willing to submit to and pass pre-employment drug screening test and physical.
- Will be required to submit to a criminal screen as mandated by the State of California, Department of Social Services.
- Pending receipt of a criminal record transcript and prior to employment or at initial presence in the facility all staff shall sign a statement under penalty on a form provided which contains either of the following:
  1. A declaration that he / she has not been convicted of a crime, other than a minor traffic violation.
  2. Information regarding any prior convictions of a crime with the exception of any minor traffic violations.
    - a. If a person has been convicted of a crime other than a minor traffic violation, he / she shall also acknowledge that his / her continued employment is conditioned on approval of Pit River Tribe.
- Possess a current CPR card.
- Valid California Driver's License.

**Note:** This position requires an awareness and deep appreciation of Indian traditions, customs, and socioeconomic need. It requires the ability, at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretions, resourcefulness, and good judgment in handling sensitive issues. **Tribal Member and Native Preference:** Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

The Pit River Tribe is an Equal Opportunity employer and actively encourages application from all persons regardless of race, color religion, sex, age, national origin, marital status, or ancestry, sexual orientation, sensory, mental, physical, or other non-disqualifying disability. Native Preference: Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**Contact:**

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**Posted: 12-7-2018**  
**Deadline 12/31/2018 5:00pm**