

**Pit River Tribal Office**  
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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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<b>Agnes Gonzalez</b> Tribal Chairperson	<b>Mickey Gemmill Jr.</b> Tribal Vice Chairman	<b>Tracy Eleck</b> Tribal Secretary	<b>Brandy McDaniels</b> Tribal Treasurer	<b>Lawrence Cantrell</b> Sergeant-At-Arms	<b>Jolee George</b> Recording Secretary
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*The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California. The Tribe has a Government Tribal Administration, Casino, KWAHN Economic Development, Pit River Health Services 501C3 and a Housing organization.*

### Position Description

**Position Title:** Daycare Aide- On Call  
**Department:** Daycare/Tribal Administration  
**Reports To:** Daycare Coordinator  
**Status:** On-Call  
**Pay:** \$12.00 Hourly

**Summary:** Provide child care and supervision; following guiding principles of current Caring for our Children: National Health and Safety Performance Standards.

#### Responsibilities:

- Come in when needed, when one of the other Daycare workers are out.
- Direct care and supervision of children as directed by Day Care Coordinator or the Acting Director, in his / her absence.
- 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 infants 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.
- Maintain confidentiality.
- Assist with both long- and short-range activities in accordance with curriculum objectives,
- developmentally appropriate practice and program philosophy. For each day's activities; balance
- individual and group play and quiet time and active time.
- Transport or escort children to and from designated activities as needed.
- Arrange a classroom environment in accordance to program goals and philosophy
- Maintain a safe and healthy environment for children
- Participate in staff meetings, trainings, as needed

#### Capabilities:

**Nurturing** – Attends to children's basic needs and stimulates their physical, emotional, intellectual, and social growth. Helps children learn skills; explore their interests; develop their talents and independence; build self-

*esteem and sense of security; and to learn how to behave with and trust others. Teach children to play and work cooperatively with each other.*

**Conduct** – *Performs all functions with children in a gentle, caring manner at all times. Treats all children, parents, and co-workers with respect and strives to build positive relationships. Have direct contact and communication with parents and/or guardians of children enrolled.*

**Care** – *Greets children as they arrive, helps them remove outer garments, and selects an activity of interest. When caring for infants, feed, change, and hold infants, talk to them and play with them. Prepares bottles of formulas and infant meals. Ensure that children have proper rest periods. Dress children and change diapers as needed. Help children with homework.*

**Activities** – *Develops and implements creative activities for the children. Organize and participate in recreational activities, such as games, field trips. Stressing mental, emotional, physical, social and language development for each child. Encouraging understanding of others and positive self- confidence. Read to children and teach them; colors, shapes, numbers, letters, painting, drawing, handicrafts, songs, and games.*

**Monitoring** – *Monitors child behavior and health, shares observations with supervisor and other designated individuals/entities as appropriate. Maintains contact with parents/guardians to discuss each child's progress and needs.*

**Meals** – *Prepares daily nutritious snacks, serves meals and refreshments. Teaches children good eating habits.*

**Personal hygiene** – *Provides instruction to children regarding desirable health and personal habits; such as eating, resting, hand-washing, basic grooming, nose blowing, and toilet habits.*

**Cleaning** – *Performs daily, weekly, monthly and as needed cleaning tasks such as; sweeping and mopping floors, washing dishes, putting away utensils, washing doors and windows, laundry, etc. Sanitizes toys and common area to kill infectious germs, change bed linens, cleaning rugs, cleaning playground yard and equipment, sweeping blacktop and sidewalks.*

**Organizing and inventory** – *Keeps toys and supplies organized. Performs daily, weekly, monthly and, as needed, tasks such as organizing shelves, drawers, storage sheds and food pantry, and maintaining inventory of supplies and food.*

**Records** – *Logs each child's progress, document problem incidents as needed. Records meal information on a daily basis; including the initials of each child served, ages of children served, what and how much was served. Maintains all appropriate records such as attendance and time sheets as needed.*

**Training** – *Attends necessary trainings as required by Pit River Tribe and supervisor. Must complete CPR / First Aid training at first date offered, following hire (unless otherwise qualified).*

**Other** – *Performs such other functions and assumes such other responsibilities as the supervisor (or designee) may assign or delegate.*

**Qualifications:**

- High School Diploma or equivalent.
- Two years of experience and/or education in working with children.
- Knowledge of and ability to apply behavior management and positive reinforcement techniques.
- Ability to relate, listen, show empathy, and be patient with young children and to work with multiple age groups.
- Ability and willingness to plan creative activities for children in all developmental areas (mental, emotional, physical, social, language, etc.)
- Good communication and organization skills.
- Ability to work with others and without close supervision.

1. Physical ability to: Sit and stand for prolonged periods, walk short distances, stoop, bend, and twist frequently, reach above shoulder height, exert up to 40 pounds of force to lift, balance, and safely move a child and to carry, push, pull, or otherwise move objects.
2. Good work habits.
3. Day care staff shall be in good health, and shall be physically, mentally, and occupationally capable of performing assigned tasks.
4. 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 days after employment.
5. A health screening report signed by the person performing such screening shall indicate the following:
6. A person's physical qualifications to perform the duties to be assigned.
7. The presence of any health condition that would create a hazard to the person, children, or other staff.
8. Must be willing to submit to and pass pre-employment drug screening test and physical.
9. **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 of perjury on a form provided which contains either of the following:
  - A declaration that he/she has not been convicted of a crime, other than a minor traffic violation.
  - Information regarding any prior convictions of a crime with the exception of any minor traffic violations.
  - If a person has been convicted of a crime other than a minor traffic, he/she shall also acknowledge that his/her continued employment is conditioned on approval of Pit River Health Services.

**Desirable Qualifications:**

- ✚ Knowledge of tribal community, culture, customs and practices.
- ✚ Previous successful experience teaching and/or caring for young children and infants.
- ✚ Knowledge of and personally acquainted with local parents and families.

**Indian 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. Note: This position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, 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, discretion, resourcefulness and good judgment in handling sensitive issues.

**Contact:**

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<http://pitrivertribe.org/>

Posted: 6-17-2019

Deadline: Open Until Filled