Introduction: This position aims 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 its members' wellbeing, 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 the 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 the 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 a physician's supervision not more than one year prior to or seven days 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 a 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 of the law a form provided which contains either of the following:
  1. A declaration that he/she has not been convicted of any crimes 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 of 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.

Workplace Environment:

1. PHYSICAL SAFETY: The work requires physical exertion such as long periods of standing, repetitively lifting lightweight objects with frequent bending or stooping, frequent lifting of moderately heavy items. Occasionally lifts heavy objects (over 40 pounds). The work requires infrequent climbing of ladders, use of cleaning materials, agents and disinfectants that may be hazardous, and use of custodial tools and equipment.

2. WORKING ENVIRONMENT: Regular exposure to unfavorable environments such as industrial chemicals, agents, or confined, dirty, and noisy locations. Employees may be required to use personal protective equipment such as boots, goggles, gloves, or shields.

Note: This position requires awareness and deep appreciation of Indian traditions, customs, and socioeconomic needs. It requires the ability, at all times, to meet and deal effectively in contact with Indian people and organizations. This position requires tact, courtesy, confidentiality, discretions, resourcefulness, and sound judgment in handling sensitive issues.

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, 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 (Title25, US Code, Chapter 14, Sub Chapter V, Section 472 & 473).

Acknowledgment: This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and this 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 conditions of the employee's job, is intended to create a contract of employment of any type.

Applications and Job descriptions: can be downloaded from the Pit River Tribe website at http://pitrivertribe.org/tribal-employment/ or from the HR Department at Tribal Administration. All
applications must be completely filled out, legible, and with reliable contact information, including your email address if available. Incomplete applications will not be considered. For supervisory, management, or Director positions, it is helpful to include a current resume and cover letter articulating why you would like to work for the Pit River Tribe and how you feel you can best serve in the position opening.

Contact:
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