

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

Agnes Gonzalez	Ida Riggins	Russell Eleck	Jolie George	Brandy McDaniels	Andrew Mike
Tribal Chairperson	Tribal Vice Chairman	Recording Secretary	Tribal Secretary	Tribal Treasure	Sgt-At-Arms

Position Description

Title: Daycare Aide
Department: Daycare
Reports To: Daycare Coordinator
Classification: Non-exempt/Part-Time
Pay: \$15.00

Job Summary:

Under the direction of the Daycare Coordinator, the Daycare Aide is responsible for helping to facilitate the day-to-day operations of the Daycare Center. The Daycare Aide will also assist with ensuring safety and program guidelines while caring for and supervising children.

Essential Duties and Responsibilities:

- 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, while interacting with all children, all ages in all activities.
- Walk children from bus stop, activities on tribal campuses.
- Responsible for cleaning and sanitizing the daycare room(s), toys and surfaces.
- Other duties as assigned by the Daycare Coordinator.

Licenses and Certificates:

- Must possess a current and valid California Driver's License with a record acceptable to the PRT Policy and insurance carrier
- Possess a current CPR card.

Education and Experience:

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 Early Childhood Certification.
- 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.

Working Conditions:

Work is performed in a child care setting.

Working Environment:

The environment involves the usual risks and stress of a child care facility.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice

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.

Knowledge of Pit River Tribe: 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.

Other related duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: Please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

Inquires, questions and applications specifics please contact:

Human Resources Department

Pit River Tribal Administration

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