

# PYRAMID LAKE PAIUTE TRIBE

[www.plpthumanresources.org](http://www.plpthumanresources.org)

## JOB ANNOUNCEMENT

### **CHILD CARE PROVIDER (ON-CALL)**

Pyramid Lake Child Care Centers - Nixon & Wadsworth, Nevada  
\$10.20 - \$10.72 per hour; Regular Part-time, up to 29 hours, Non-Exempt  
Class Code 112, Grade 8, Step 1-3 DOE

**Date Posted: 11/08/2017**

**Date Closes: OUF**

**DEFINITION:** Responsible for the supervision, care and education of children in the Child Care program. Assists with the development and implementation of classroom activities, cooperatively working with and supporting other staff, and assists with the general maintenance of program facilities to insure the health and safety of the children in the program. Promotes the delivery of quality child care services, participates in continuing education, and encourages parent/family interaction in center programs.

### **DUTIES & RESPONSIBILITIES:**

Plan and is actively involved in daily activities that meet the social, emotional, physical, and intellectual needs of the children. Implement developmentally appropriate classroom activities. Work collaboratively with other staff to create a teamwork environment. Utilize tribal traditions, practices, and resources to provide a culturally relevant classroom in coordination with other Tribal programs.

Create a warm and accepting environment which encourages independence and self-esteem for each child. Evaluate the daily program and individual children's progress. Ensure compliance with program licensing requirements.

Maintain a classroom environment that is orderly, neat, appealing and educational. Assist children in learning developmental skills, such as dressing, putting away books and toys.

Treat each child, parents and other staff members with dignity and respect, being sensitive to each individual's rights, strengths, needs and cultural/socio-economic background.

Maintain discipline and implement procedures to ensure the safety of children at all times. Participate in regular discussions concerning the children with staff.

Comply with mandatory Child Abuse and Neglect reporting requirements.

**DUTIES AND RESPONSIBILITIES, Continued:**

Assume direct responsibility for the safety and well-being of the children. Understand and implement safety rules and emergency plan and procedures. Ensure that children are not left unattended, comply with adequate children to staff ratio, infection control, sanitation of facility, and provide first aid as needed.

Ensure all children are taught cleanliness habits, such as washing hands following bathroom use and prior to eating, dental hygiene and correct eating techniques. Assist and follow up with home-initiated training or activity, such as potty-training, eating habits, courtesy, manners.

Assist with serving meals and refreshments to children. Plan menu, prepare meals and snacks as necessary.

Clean and perform necessary housekeeping duties to ensure the maintenance of a safe, sanitary, and healthy learning environment. Assume an equal share of housekeeping responsibilities with other staff.

Attend meetings and participate in mandatory training programs, courses, and other avenues of professional growth relative to child development. Fulfill a minimum amount of continuing education units per year.

Establish positive and productive relationships with families. Communicate daily with parents or guardians of children enrolled in the program. Attend parent meetings to relate program activities.

Maintain detailed and accurate records of children, attendance and incident reports as required. Prepare and submit daily activity logs. Maintain confidentiality of personal information about children, families, and staff.

Adhere to health and sanitary codes such as required immunizations and TB screening, constant hand-washing, wearing hair net and gloves as necessary, especially after changing babies, and other infection control procedures.

Perform other related duties as required.

**MINIMUM QUALIFICATIONS:**

Knowledge of child development principles; food preparation; record keeping; respectful treatment of children; professional conduct; basic child guidance techniques; appropriate redirection of child misbehavior.

Ability to react with appropriate sensitivity to the emotional, cultural, educational and special needs of children; plan and lead child group activities; work and communicate effectively with parents and other staff members; prepare daily reports and maintain logs; communicate both verbally and in writing; exhibit a caring, loving attitude toward children; implement training, program philosophy and child care regulations; self-motivated; work a variable schedule; conscientious of work at hand; implement developmentally appropriate practices; follow directions; deal with crisis situations in a calm, mature and sensitive manner; respect and adhere to strict rules of maintaining privacy and confidentiality of sensitive matters.

**MINIMUM QUALIFICATIONS, Continued:**

Must be able to lift at least 40 pounds.

Must receive health clearance from qualified medical personnel and required immunizations within the first 30 days of employment.

Must obtain First Aid/CPR, Fire Extinguisher and Blood Borne Pathogen training within three (3) month probationary period or at first opportunity.

Must have reliable transportation to and from work site.

Must be dependable and bondable. Must favorably pass a thorough background investigation.

**REQUIRED EDUCATION AND EXPERIENCE:**

High school graduate or GED with two (2) years experience in care of and supervision of children or other preparation and training related to child development. Experience in preparing nutritious meals or snacks.

At least 18 years old.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or, by calling the Human Resources Office at (775) 574-1000, extension 1119/1120. [www.plpthumanresources.org](http://www.plpthumanresources.org)

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*