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Health Center: Phone: 907-784-3275 • Fax: 907-784-3263

Administration: Phone: 907-784-3424 • Fax: 907-784-3429



JOB ANNOUNCEMENT

POSITION TITLE: YCHC Child Care Provider

POSITION LOCATION: Yakutat Community Health Center (YCHC)

POSITION UNDER THE SUPERVISION OF: YCHC Child Care Administrator

POSITION DETAILS: Part-Time, On Call, Temporary

WAGE: DOE

POSITION SUMMARY: The Child Care Provider will work in the YCHC's daycare for YCHC employee children. They will be responsible for the submission of reports, oversight and training of child care staff, providing a safe environment for children, budget management, grant implementation and for planning and implementing structured activities that incorporate language and education. This position requires compliance with the Health Center's compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of the Child Care Provider's regular performance evaluation.

DUTIES AND RESPONSIBILITIES:

1. Provides safe, nurturing environment for children 0-12 years of age
2. Responsible for complying with State of Alaska childcare regulations and YCHC child care policies and procedures
3. Provide age appropriate learning activities
4. Complete administrative tasks including reporting (as required by the licensing agency and YCHC), scheduling, etc.
5. Other duties as assigned by the YCHC Child Care Administrator

KNOWLEDGE, SKILLS AND ABILITIES:

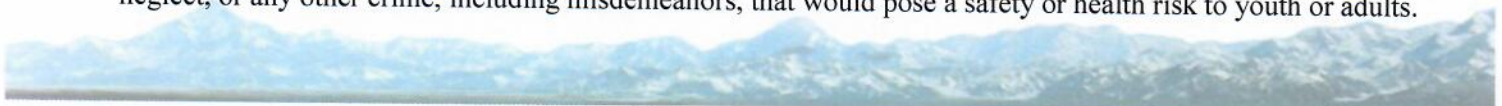
1. Understands the importance of maintaining confidentiality, able to maintain confidentiality.
2. Ability to incorporate a second language into daily care routine is preferred
3. Exhibits flexibility and shows a willingness to accommodate changing needs
4. Must demonstrate critical thinking, problem solving, organization and time management skills.
5. Must be able to work well with others in a team approach to problem solving.
6. Experience in working with the Native American population preferred.

QUALIFICATIONS:

1. High school Diploma or equivalent
2. Minimum of two years previous childcare experience
3. Intermediate or advanced computer skills; experience using MS Word, Excel and PowerPoint preferred
4. CPR and first aid certifications required
5. Valid Driver's license
6. 12 credits in early childhood education or scheduled completion within the next year

Our Mission is to empower our community to thrive physically, mentally and spiritually.

Our work is guided by traditional values of: Listening with respect, Working together, Responsibility and Care of Self, Inclusivity and
Must agree to submit to a criminal records history check and must not have been convicted by any jurisdiction for abuse, neglect, or any other crime, including misdemeanors, that would pose a safety or health risk to youth or adults.



Participation in training held outside the community will be required. Possession of good communication and organizational skills, the ability to work courteously with the public, and the willingness to work cooperatively as a team member is highly desired.

TO APPLY: Applications can be picked up at the Yakutat Community Health Center. Please submit full applications at Yakutat Community Health Center.

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 & 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

The Yakutat Tlingit Tribe is a drug free work place and this position may be subject to random drug tests.

Posted by: C. Kohne 3/3/20