



HUMAN SERVICES DEPARTMENT

Job Announcement Childcare Aide Substitute

Department: Human Service
Direct Supervisor: Lindsey Hershey,
Child Care Program Manager
Wage: \$16 per hour
Hours of Work: 8:30 am- 5:30 pm
Open: August 17, 2020- April 24, 2020

Employment Category: Temporary Non-Exempt, No benefits
Applications: YTT Administrative Offices
606 Forest Hwy # 10 (907) 784-3238

Position Summary

The YTT Child Care Aide is an integrated position with the Yakutat Tlingit Tribe's Human Services Department. The Childcare Aide is responsible for assisting in the childcare program day to day operation by; providing, supervising, caring for and maintaining a safe and healthy curriculum based learning environment for children ages 0-12 years of age.

REPORTING RELATIONSHIPS

Reports to: Childcare Program Manager
Supervises: Children

DUTIES AND RESPONSIBILITIES

The following duties are not intended to serve as a comprehensive list of all duties in this classification. Shown are duties intended to provide a representative summary or the major duties and responsibilities. The Childcare Aide may not be required to perform all duties listed and may be required to perform additional, positions specific duties:

- Assist staff with both long and short range activities in accordance with curriculum objectives, developmentally appropriate practice and program philosophy
- Maintain daily communication with parents
- Maintain confidentiality
- Report any suspected abuse to supervisor
- Document accidental reports
- Arrange a classroom environment in accordance to program goals and philosophy



Yakutat Tlingit Tribe



- Maintain a safe and healthy environment.
- Inspect and replace damaged or lost materials
- Attend staff meetings
- Attend required trainings
- Keep all appropriate documents such as records, attendance and time sheets
- Meet applicable licensing regulations
- Perform other duties as assigned

Necessary Skills and Knowledge

- Ability to maintain a regular attendance and be reliable and punctual
- Ability to speak, write, listen and communicate effectively, meet and deal effectively with general public
- Establish and maintain cooperative working relationships and demonstrate effective leadership
- Ability to maintain positive and professional relationships with families
- Knowledge of early childhood theories, practices and culturally responsive care
- Familiarity with Alaska Native culture and other diverse backgrounds
- Ability to bend, lift and carry up to 40 lbs. or stoop to assist a child
- Perform other duties as assigned

Minimum Qualifications (education, experience, skills)

- 1 year experience working with children preferred
- High School Diploma or GED
- Must be 18 years of age
- Excellent interpersonal communication skills
- A commitment to working with children in a developmental setting and a sincere desire to have a meaningful effect on their lives
- Obtain First Aid/CPR Certification within 6 months of hire
- Obtain Health and Safety Standard Certificate
- Documentation that the individual is free from active Tuberculosis
- Ability to successfully pass finger print check, sex offenders check and any other background check

THE YAKUTAT TLINGIT TRIBE IS A DRUG FREE WORK PLACE. THIS POSITION MAY BE SUBJECT TO RANDOM DRUG TESTING AND CRIMINAL HISTORY CHECK. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE

Posted by: Lindsey Hershey

Date: 08/17/2020

