

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
Phone (907) 784-3238 * Fax (907) 784-3595 * www.ytttribe.org



JOB ANNOUNCEMENT

POSITION TITLE: Childcare Aide Substitute
DEPARTMENT: Human Services
SUPERVISOR: Nikka Valdriz, Childcare Manager
POSITION DETAILS: Full time
FRINGE BENEFITS: Generous Leave Package
OPEN DATE: 4/19/2021 CLOSE DATE: Open Until Filled

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.

ESSENTIAL 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
- 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

MINIMUM QUALIFICATIONS

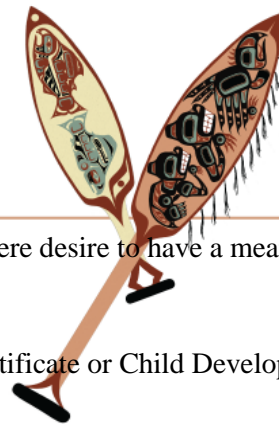
- High School Diploma or GED
- Must be 18 years of age
- Excellent interpersonal communication skills

MISSION To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people;
to maximize our social, health & well-being while creating economic development benefits to all tribal members.



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- 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 12 semester hours in Early Childhood Development or Montessori Certificate or Child Development Accreditation
- Obtain OSHA Blood Borne Pathogen Certification within 1 year of hire
- Documentation that the individual is free from active Tuberculosis
- Ability to successfully pass finger print check, sex offenders' check and any other background check

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

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to hr@yttribe.org

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

POSTED BY: _____

DATE: _____

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