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:	Child Care Administrator
DEPARTMENT:	Human Services Department
SUPERVISOR:	477 Case Manager/Child Care Program Manager
POSITION DETAILS:	Full-Time; 8:30 AM to 5:30 PM
FRINGE BENEFITS:	Generous Leave Package
WAGE:	DOE
OPEN DATE: 06/17/2021	CLOSE DATE: OPEN UNTIL FILLED

POSITION SUMMARY

The YTT Child Care Manager is an integrated position with the Yakutat Tlingit Tribe's Human Services Department who is responsible for overseeing and coordinating all childcare program operations, submitting all paperwork and reports to Human Services Department, and supervising childcare aides and interns. Successful applicant will be caring for and maintaining a safe and healthy learning environment for children ages 0-12 years of age.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise and oversee all site program operations.
- Prepare and submit childcare program paperwork and reports weekly to supervisor.
- Develop and implement daily learning activities.
- Maintain confidentiality regarding children and family's information.
- Provide continuous supervision to children; ensure health and safety of children.
- Record weekly observation of children's behaviors and activities, monitor behavior patterns.
- Maintain play areas in a clean, orderly, and safe condition; sets up rooms and areas for various activities such as circle time, sensory play, reading, nap time, etc.
- Handles emergencies, accidents, and illnesses appropriately when they occur.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Must be 21 years of age.
- At least 1 year of relevant childcare experience or working with children in a developmental setting required.
- Obtain First Aid/CPR Certification within 6 months of hire.
- 12 semester hours in Early Childhood Development or Child Development Accreditation Certification or must be obtained within first year of hire.
- Obtain Mandatory Child Abuse Reporter Training.
- Provide documentation that individual is free from active Tuberculosis.
- Ability to pass fingerprint check, sex offender check and any other background check.
- Ability to bend, lift, and carry up to 40 lbs. or stoop to assist a child.

NECESSARY SKILLS AND KNOWLEDGE

- Working knowledge of the parameters and childcare application requirements.
- 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.
- Knowledge of health and safety regulations, emergency procedures, and have the readiness to implement these if necessary.
- Knowledge of early childhood theories, practices, and culturally responsive care.
- Knowledge of Tlingit culture and other Alaska Native cultures.
- Knowledge of computer software applications including MS Word and Excel.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to HR@ytttribe.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: John Louis Go DATE: 06/17/2021