



WHITE EARTH RESERVATION

VICE CHAIR & DISTRICT III Eugene "Umsy" Tibbetts SECRETARY-TREASURER Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin

Job Announcement

Position: Child Care Lead Teacher

Location: Mahnomen

Pay: \$15.57/hr.

Benefits: Full

Open: 04-15-19

Close: 04-19-19

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for planning and implementing developmentally appropriate curriculum for children, while providing direct supervision in the implementation of curriculum for children enrolled at the White Earth Child Care Learning Center.

- Supervises and cares for newborn through school age children in the White Earth Child Care Learning Center to ensure safe, warm, nurturing environment in which children can grow physically, emotionally, socially, and intellectually.
- Ensures a safe and attractive environment for children at all times.
- Attends to children's needs including diaper changing, toileting, feeding, naps and personal hygiene.
- Listens and responds to clients and staff to maintain a high level of satisfaction.
- Communicates regularly with children and families through parent conferences, correspondences, visits or phone calls for relationship building.
- Performs administrative duties, including proper documentation to ensure compliance with established policies and procedures, licensing standards, food program requirements.
- Maintains general files, child files, county, tribal and food program to ensure compliance with department policies and procedures.
- Write professional correspondences, reports and help develop informational newsletters to clients, set up and facilitate parent conference.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Child Care Program.
- Ability to supervise and mentor others and set a positive role model for staff, children and parents.
- Ability to foster a cooperative work environment.
- Knowledge of Early Childhood development, theories and practices related to children with special needs, infants, toddlers, preschool and school age children. Including emotional, behavioral cognitive and nutritional needs.
- Ability to deal with unpleasant, angry or discourteous children, parents and staff.
- Ability to understand and implement the duties of a mandated child maltreatment reporter.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- Associate degree (AA) in Early Childhood including six courses in Early Childhood Development preferred.
- Minimum of one-year experience working in the area of Early Childhood Development.
- Must meet licensing requirements as prescribed by the Tribal licensing standards.
- Valid Driver's License and insurance for travel between sites and other related businesses.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.