# Smith River Rancheria
## Position Description

**Title:** Child Care Provider
**Class:** Skilled
**Status:** Full Time
**Supervisor:** Day Care Manager
**Effective Date:** February 2009

**Department:** (03) Day Care
**FLSA:** Non-Exempt
**Pay Grade:** II ($8.80 - $12.41)
**Subordinates:** None

**Position Summary:**
Under supervision to provide quality care to children in a safe, stimulating, and nurturing environment at the Howonquet Day Care Center. To perform a variety of tasks, such as creating, implementing and evaluating individual and group age-appropriate activities that encourage learning, social interaction, emotional and physical developmental skills. To observe, monitor, and supervise children's behavior, growth and development. To maintain attendance records and day-to-day activity reports as requested. Perform housekeeping duties, such as laundry, cleaning classroom and restrooms, mopping, and sanitizing toys, tables, and equipment.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Lead exercises that teach children to recognize colors, shapes, letters and numbers; conduct activities designed to improve small and large muscle control, and, hand-eye coordination.
- Observe and monitor children's play activities, quiet-time activities, indoor and outdoor play activities.
- Keep records on individual children, including daily attendance, meals served, injury reports and medication administered.
- Read to the children. Provide children with various activities, to include: painting, cutting, gluing, drawing, handicrafts, and songs.
- Organize and store toys and materials to ensure order in activity areas. Sanitize toys and play equipment daily.
- Assist in serving meals and snacks, including: sitting with the children during meal-time, wiping down tables before and after meal-time, and, clean up after meals.
- Assist with the process of potty training children, including: toileting, changing soiled diapers underwear and / or clothing.
- Provide positive discipline techniques with misbehaving, unruly children; and, demonstrate positive role model techniques that the children can imitate to control negative behavior that may cause injury to self or others, including: hitting, biting and / or aggressiveness.
- Observe and supervise children during rest-time, play-time, and evacuation drills.
- Identify signs of emotional or developmental problems / concerns in children, and, bring concerns to the attention for Program Manager and / or parent(s) / guardian(s).
- Incorporate the Dee-ni' Wee-ya' (Tolowa Language) and Dee-ni' (Tolowa) culture within daily, weekly, monthly, and, yearly curricular activities at every opportunity.
- Perform other miscellaneous job-related duties as assigned.

- Assisting and Caring for Others -- Providing personal assistance, medical attention, emotional support, or other personal care to children, coworkers or others.
- Thinking Creatively – Developing, designing, or creating new applications, ideas, relationships, systems, products or artistic contributions.
- Communicating with Supervisor(s), Peers, Parents / Guardians – Providing information to supervisor(s), co-workers (peer(s)), parent(s) / guardian(s) by telephone, written material, e-mail, texting, or, in person.
- Establishing and Maintaining Interpersonal Relationships – Developing constructive and cooperative working relationships with others, and maintaining the relationships over time.
- Organizing, Planning and Prioritizing Work – Developing specific goals and plans to prioritize, organize, and accomplish work.
- Getting Information – Observing, receiving, and obtaining information from all relevant sources.
- Resolving Conflicts and Negotiating with Others – Handling complaints, settling disputes, and resolving grievances and conflicts with others.
- Making Decisions and Solving Problems – Analyzing information and evaluating results to choose the best solution to solve problems.
- Training and Teaching Others – Identifying the educational needs of individual children, developing and implementing learning activities, instructions, and curriculum to meet those needs.
- Performing General Physical Activities – Performing physical movements using arms, legs, and whole body to climb, lift, balance, walk, stoop and carry.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

**Minimum Qualifications:**

- Ability to understand and follow specific instructions and procedures.
- Ability to communicate effectively orally and in writing.
- Knowledge of child cognitive, social and skills development methods and techniques.
- Ability to provide a supportive, safe, nurturing environment for all children.
- Knowledge of age-appropriate play, reading, and quiet-time activities for children.
- Child supervision skills.
- Ability to provide basic nutrition to children during mealtime.
- Ability to provide and teach hygiene to children.
- Knowledge of day care facilities, services and / or licensure and certification.
- Knowledge of Blood-borne Pathogen transmission and Mandated Reporting Information.
- High School diploma or General Education diploma (GED).
- Preferred: 30 hours of college credit with a minimum of nine (9) hours of Early Childhood Development coursework.
- Psychology – Knowledge of human behavior and performance; individual and developmental differences in ability, personality, and interests; learning and motivation; and, mental development.
- Early Childhood Development – Basic knowledge of early childhood ages and stages of development; able to develop age-appropriate learning activities, games, and curriculum

for the individual child and / or group implementation; and, identify of problems / concerns in a child's physical, emotional and social development.

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions and not interrupting at inappropriate times.
- Learning Strategies – Selecting and using training / instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Social Perceptiveness – Being aware of other's reactions and understanding why people react the way they do.
- Instructing – Teaching others how to do something.
- Speaking – Talking to others to convey information effectively.
- Monitoring – Monitoring /Assessing performance of self, others, or the organization to make improvements or initiate a corrective action plan.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Negotiation – Bring self and others together to reconcile differences and improve the situation.
- Time Management – Managing one's own time and resources.
- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is problem.
- Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
- Oral Comprehension – The ability to listen to and understand information and ideas through spoken words and sentences.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions which includes finding a relationship among seemingly unrelated events.
- Speech Recognition – The ability to identify and understand the speech of another person.
- Fluency Of Ideas – The ability come up with relevant ideas about a topic.
- Originality – The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Deductive Reasoning – The ability to apply general rules to specify problems to produce answers that make sense.
- Time Sharing – The ability to shift back and forth between two or more activities or sources of information.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

**Language Skills:**
Knowledge to read and write the English language proficiently and know Dee-ni' Wee-ya' or demonstrate willingness to learn Dee-ni' Wee-ya' on a consistent basis. Must have the ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Have the ability to write routine reports and correspondence.

**Mathematical Skills:**
Need to have the ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions.

**Reasoning Ability:**
Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**
- First Aid, CPR, Food Handler Procedure certified.
- Must obtain First Aid, CPR certification and Tuberculosis clearance within 90 days of employment
- Obtain a Food Hander's Permit, Mandated Reporter and Blood-borne Pathogen Training as soon as scheduled.
- Obtain HEP B Virus immunization as soon scheduled.
- Must successfully complete a criminal background investigation as per Section 408 of the 1990 Indian Child Protection and Family Violence Prevention Act.
- Must possess and maintain a valid, state-issued driver's license, submit a Department of Motor Vehicles (DMV) driving history, and be eligible for Tribal vehicle insurance.

**Physical Demands:**
- Must be able to carry or lift children on a limited basis.
- Must be able to move body in all directions such as stretching, stooping, mopping and vacuuming.

**Vision Requirements:**
- Close vision (clear vision at 20 inches or less).
- Distance vision (clear vision at 20 feet or more).
- Color vision (ability to identify and distinguish color).

**Work Environment:**
- Work is performed in classrooms and outdoor play areas.
- Exposure to infectious diseases and viruses.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____