



## HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE

**JOB TITLE:** "Hualapai Day Care"- Hwalbay Hma:ny Ba Viso:jo Provider  
**DEPARTMENT:** Hualapai Education and Training Department  
**CLASSIFICATION:** Full Time, Non-Exempt  
**SALARY :** DOQ  
**OPENING DATE :** September 16, 2013  
**CLOSING DATE:** Open Until Filled

### **THOSE THAT APPLIED BEFORE, DON'T NEED TO RE-APPLY.**

#### **Position Description:**

Under the general supervision of Day Care Program Manager /Director of Education and Training, the Day Care Provider has the responsibility to safely supervise and educate the day care children. The incumbent will implement the day care program that will help the children gain skills and confidence necessary for the child's growth and development.

#### **ESSENTIALFUNCTIONS:**

- creation of a classroom environment conducive to learning and appropriate to the physical, social, and emotional development of curriculum with an emphasis on language development and emergent literacy skills
- Perform duties as planned under the leadership of the Day Care Program Manager
- Daily screening and preparation of children to fully participate in program services
- Implement the curriculum that is based on scientifically based reading research
- Interact with the children positively which conveys respect and nurturing
- Provide activities and opportunities that encourage curiosity, exploration, and problem-solving appropriate to the development levels of the children
- Assist in the selection of books, equipment and other instructional materials age appropriate for the early childhood program
- Maintain attendance records of children participating in the Hualapai Day Care- Hma:ny Ba Viso:jo Program.
- Attend daily to the personal hygiene of each child in your care, including changing diapers or soiled clothing and washing hands for children who are not potty trained
- Maintain a safe environment based on safety standards set by the tribal plan
- Help other staff in preparing meals for children as required
- Clean and maintain the child care rooms at the end of the day, properly store outside equipment at the end of each day, sanitize toys weekly
- Work cooperatively and effectively as a team member by communicating and contributing information on a continuous basis
- Assist in the development and facilitation of interactive parent and child literacy activities
- Maintain open, friendly, and cooperative relationship with each other and each child's family and encourage their involvement in the program
- Continue professional development-CDA through attending workshops, conferences
- Demonstrate professional, ethical, and responsible behavior
- Perform other duties and responsibilities as assigned by the Day Care Program Manager
- Plan and implement lessons that are developmentally and linguistically appropriate
- Plan lessons that are inclusive of children with disabilities, consistent with a child's Individual Education Plan (IEP)
- Supervise/completes and documents home visits and parent conferences
- General office assistance with filing, copying, telephone calls, up date student records and performs classrooms maintenance duties
- Constantly observe the children to ensure their safety
- Attend in-service and training programs as required
- Maintain confidentiality
- Report child abuse and/or neglect as appropriate
- Maintain daily Point of Service Meal Counts for the program; according to CACFP regulations
- Knowledge of CACFP and USDA nutrition guidelines

- Assist the nutrition program with proper dental hygiene after each meal
- Perform other duties as assigned

**Physical Demands/Environmental Factors:**

- Ability to lift up to 50 pounds and sustain long hours of active physical activity

**\*EDUCATION/CERTIFICATION:**

- Must be 18 years of age
- High school diploma or G.E.D. equivalent;
- Must be willing to or possess the ability to apply for courses in CDA early childhood education leading to an Associate, baccalaureate, or advanced degree;

**MINIMUM QUALIFICATIONS:**

Experience working in an early childhood setting  
 Experience working with persons from diverse cultural and economic backgrounds  
 Must be flexible and adaptable to meet the needs of the children and program  
 Ability to communicate in native language(s) of program recipients

- Submit to and pass required Drug Tests;
- Submit to and pass required Local, State, and Federal Background Checks;
- Must maintain or obtain a valid driver's license within 3 months of the hire date
- Submit to and pass annual Physical Examination and TB Test;
- Maintain or obtain a current Pediatric First Aid and CPR certification within 2 months of the hire date;
- Maintain or obtain a current Food Handlers certification within 2 months of the hire date;
- Strong oral, interpersonal and written communication skills.
- Must be computer literate

**HOW TO APPLY:**

Submit a completed Employment Application to: Human Resources Department, P.O. Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date. A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-355, Section 703 (702-71) and Public Law 96-638, section 7B.

**The Hualapai tribe is an equal opportunity employer/program**  
**Auxiliary aids and services available upon request to individuals with disabilities**