



MESCALERO APACHE TRIBE Job Announcement

JOB ANNOUNCEMENT

POSITION TITLE: CHILD CARE PROVIDER – Carrizo Site
DEPARTMENT: Child Care Program
EMPLOYMENT STATUS: Non-Exempt Grade: NE4
HOURS: Will vary from the hours of 7:30am – 5:30pm
OPENING DATE: January 8, 2019 **CLOSING DATE:** January 14, 2019

Job Summary

Ensures a safe, healthy and nurturing learning environment for children in which each child can develop his/her physical, social, emotional and intellectual skills.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

Duties and Responsibilities

- Provides direct child care including education, health, social mental, and nutritional components.
- Develop and implement weekly lesson plans, which includes daily routines, physical activities with both indoor and outside play and exercise.
- Individualize one to one activities to reflect the unique needs and strengths of all children in the classroom. Coordinates special needs children in the classroom and develops a collaborative approach that benefits all children in the classroom.
- Provides care to children six weeks to 12 years of age. Incorporates curriculum that is age appropriate for early child development.
- Provides nurturing and support to all children. Develops and maintains caring, warm and trusting relationship with each child while enforcing appropriate disciplinary measures accordingly.
- Assists kids with self-serving healthy food and/or eating snacks and meals.
- Ensures the safety of each child and monitor children in classroom, playground or assigned area.
- Provides supervision of classroom substitutes and/or volunteers.



MESCALERO APACHE TRIBE Job Announcement

- Maintains appropriate records as required by Tribal, State funding and licensing agencies. Completes appropriate records including: daily attendance forms, incident report forms, infant/toddler feeding/sleeping and changing form.
- Maintains an orderly, attractive and stimulating physical environment for young children.
- Cleans, maintains and sanitizes for a safe and secure environment, designing and constructing bulletin boards and other displays, monitoring equipment, maintaining supplies and informing the supervisor of supplies needed.
- Maintains an open rapport with parents and guardians.
- Participates in activities such as dancing, singing, acting, reading and role playing.
- Supervises and monitors children and provides redirection or solutions.
- Responds to crisis or emergency situations that may occur following program approved procedures.
- Assists older children with homework.
- Provides infant care; changing, feeding, rocking if assigned to infant room.
- Performs other duties as assigned.
- Must be able to take advice and direct orders from the Child Care Director and Site Supervisor.

Minimum Qualifications

- High School Diploma or GED.
- One year of experience working with children.
- Bilingual English/Apache preferred.
- Must be 18 years of age or older.
- Must obtain and maintain CPR and First Aid Certified.
- Must obtain and maintain Food Handler's Card.
- Must be able to pass a physical exam within 45 days of hire.
- Must have a valid NM Driver's License.
- Must follow the chain of command.
- Must have reliable transportation.
- Be able to work 8 ½ hours considering the demands of services provided.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation, in accordance with the Child Care Protection Act.
- Employee Ordinance 06-02 applies to this position.

Tribal preference and Native American Indian preference shall apply to all positions.

Knowledge, Skills and Abilities

- Knowledge of occupational hazards and applicable safety practices.
- Knowledge of principles and practices of early childhood development and care.

Effective February 2016
Child Care Provider



MESCALERO APACHE TRIBE Job Announcement

- Knowledge of proper and safe food handling, storage and disposal requirements.
- Skill in nurturing, motivating, teaching and guiding children.
- Skill in displaying mature, patient and understanding behavior.
- Ability to supervise and ensure a safe learning environment for children in a classroom setting.
- Ability to adapt curriculum to meet the needs of all children including “at-risk”, special needs, gifted and culturally diverse populations.
- Ability to use excellent communication skills with especially good listening skills.
- Ability to respond to and remain calm in an emergency or crisis situations.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to respect the dignity of each family, culture, customs and beliefs.
- Ability to work professionally and cooperatively with staff, parents and community members.
- Ability to maintain confidentiality.

Physical Demands

While performing the duties of this job, the employee regularly is required to stand; walk; use hands to finger, or feel, and reach with hands and arms above shoulder level. The employee is frequently required to stoop, kneel, crouch, or crawl; and talk or hear. The employee occasionally is required to sit; climb or balance; and smell. The employee occasionally must lift and/or move up to 50 pounds.

Work Environment

Work is generally performed in a child care center, classroom environment and outdoors with high noise level. Exposure to bodily fluids, urine, or feces of babies or infants and small children. Exposure to unpleasant odors and infectious disease. Exposure to natural weather conditions and various dusts and mists may occur while performing outdoor duties. **Extended hours and regular shifts may be required.**

Interested persons may pick up a Tribal application from the Human Resources Department located at the Mescalero Activity Hall. You may also contact Myra LaPaz, Human Resource Generalist at (575)464-9273 or via email mlapaz@mescaleroapachetribe.com