



# MESCALERO APACHE TRIBE

## Job Announcement

**Position Title:** Provider: (1) Mescalero Site (1) Carrizo Site  
**Department:** Child Care  
**Employment Status:** Non-Exempt **Grade:** NE4  
**Opening Date:** September 15, 2023 **Closing:** September 29, 2023

### 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 educational, health, social, mental, and nutritional components.
- Develops and teaches lessons lesson plans. Develops, implements and oversees a routine for daily and general programming. Develops physical activities with both indoor and outside play and exercise.
- Individualizes one-to-one activities to reflect the unique needs and strengths of all children in the classroom. Coordinates special needs staff 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 a 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 assistants, substitutes and/or volunteers.
- Maintains appropriate records as required by Tribal, State funding and licensing agencies. Completes appropriate records including: daily infant intake forms, child/teacher ratio sheets, medical log and medicine log and medicine dispensing forms, accident report forms and logs, infant/toddler feeding/sleeping and changing form, in-service and continuing education forms.
- 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, guardians and family members.
- Participates in activities such as dancing, singing, acting, reading and role playing.
- Supervises and monitors children and deals with disruptive children, while providing fair but firm discipline.
- 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 working in infant room.
- Performs other duties as assigned.

## **Minimum Qualifications**

- High School Diploma or GED.
- One year experience working with children.
- Associates Degree in Early Childhood Development preferred.
- Bilingual English/Apache preferred.
- Must be 18 years of age or older.
- 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 be able to work a nine hour day with a lunch.
- Must be willing to work an evenings, weekends and holidays.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.

*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.
- Knowledge of proper and safe food handling, storage, and disposal requirements.
- Skill in operating various word-processing, spreadsheets and database software programs.
- 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, handle, or feel; and reach with hands and arms above shoulder level. The employee frequently is 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 lifts children. The employee must lift and/or move up to 50 pounds.

## **Work Environment:**

Work is generally performed in a childcare 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. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts may be required.