



Job Position: Lead Child Care Worker	Status: Part-time/Non-Exempt
Division: Social Services	Salary: \$12.00/hr.
Posting Date: August 11, 2019	Closing Date: August 20, 2019

Job Description

Summary

The Tunica-Biloxi Tribe of LA Child Care program (TBTCCP) is designed to serve children and youth ages 5-12. Services will be provided on Mondays during the 2019-2020 school year from 7:30-5:00 as well as after-school Tuesday-Friday from 2:30-5:00. The TSTASP will operate on Monday-Friday during the 10-month school calendar year.

The program will be housed at the Tunica-Biloxi Multi-Purpose Building. This program will provide a safe place of supervision for school age children where there will be opportunities to reinforce learning from school, teach social skills and encourage good citizenship. All services are free of charge for tribal families.

Essential Duties and Responsibilities:

- Develop weekly curriculum lesson plans, activities and class set-ups
- Responsible for staff scheduling
- Meet weekly with staff to explain lesson plan concepts
- Collaborate with Tunica-Biloxi Educational Department in scheduling cultural activities
- Develop a cleaning routine throughout the day that keeps all of the interactive areas sanitary and safe.
- Monitor children during all activities and interact with the children enhance their learning.
- Ensure the safety of all children in the program.
- Work closely with families to encourage mutual cooperation
- Prepare and serve meals and monitor children during lunch time.
- Instruct children in health and personal habits.
- Organize and participate in recreational activities.
- Help children with homework and school work.
- Discipline children in measures and establish measures to control behavior.
- Other duties deemed necessary for the operation of a child care program.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



- Must be able to work independently in curriculum development
- Passionate about the well-being of children
- Caring and compassionate attitude a must
- Able to pass a background check& drug testing
- Good verbal, written &organizational skills

Education and Experience:

- Associate degree in Early Childhood Education or Child Development
- 5+ years of child care experience in lieu of education requirements

Supervisory Responsibilities:

This job hasno supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.

Disclaimer

The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

SELECTION PROCESS:

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.



Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Applications and resumes received after the closing date **will not** be considered for the position.

REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana

SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

Tunica-Biloxi Tribe of Louisiana
Attn: Human Resources
150 Melacon Rd.
Marksville, La. 71351
HR@tunica.org

