



JOB ANNOUNCEMENT

JOB TITLE: Child Care Worker

LOCATION: 4520 North Central Avenue, Suite 20, Phoenix, AZ

SALARY: DOE

HOURS OF WORK: Full Time, Monday to Friday, Some Evenings and Weekends

CHAIN OF AUTHORITY: Board of Directors, CEO, Program Manager

CLOSING DATE: Open Until Filled

JOB SUMMARY:

This position is responsible for providing skilled childcare in a safe and nurturing childcare environment to the children of customers attending Phoenix Indian Center on-site (Suite 250) programming. Duties include, but are not limited to, enrichment of childcare services, delivery of child care, record keeping, collaborating with PIC program staff, and housekeeping.

MAJOR JOB FUNCTIONS:

Planning and development:

- Research childcare activities that foster early childhood development and sense of well-being
- Plan daily childcare activities, including play and recreation, socialization, crafts, and music and song that incorporate those activities proven to foster personal development and well-being
- Provide information and recommendations relative to the delivery of childcare to evolving Phoenix Indian Center program elements

Service Implementation:

- Provide skilled childcare to infants, toddlers and children age 1 month through age five years
- Provide care for up to 5 to 6 children at any given time, (Infant to 5 Years). If Infant and Toddler will be 4 children total per day.
- Teach simple drawing, painting, craft, and language skills (e.g. songs)
- Actively participate in recreational play and teaching activities
- Engage with children applying knowledge of childhood development, including learning behavior and physical, mental and emotional development.
- Maintain open communication with parents

Child Care Worker

- Incorporate American Indian culture and values in interaction with children via reading, playing, and teaching activities.
- Observe and monitor children's play and interactive activities
- Instruct children in health and personal habits, such as eating, resting and toilet habits
- Assist in preparing and serving children's meals, snacks or beverages
- Attend to the hygienic needs of the children
- Change diapers

Supportive Services: Documentation, Evaluation, Collaboration

- Maintain database entries and record keeping, documenting the delivery and utilization of service
- Maintain daily enrollment forms
- Maintain daily attendance log
- Compile quarterly childcare reports
- Conduct weekly and monthly childcare supply inventory
- Attend monthly staff meetings
- Provide childcare supportive services to special center programs and projects that extend beyond normal duty hours
- Other Duties as Assigned.

Staff Development

- Maintain skill levels by attending a minimum of 4 hours of childcare skill training per year as requested
- Maintain current child CPR and First Aid Certifications
- Maintain current State of AZ fingerprint clearance card

Environmental

- Maintain a safe, well supervised, clean and healthy environment for children to learn and play
- Maintain a current emergency evacuation plan
- Sanitize toys, play equipment, and play area
- Inspect, inventory and replace damaged childcare materials
- Inventory and maintain childcare supplies and supply lists
- Conduct daily cleaning

ADDITIONAL FUNCTIONS:

- Communicate with center staff relative to the status of childcare and the welfare of the children place in their care
- Research methods of assisting children and their families' relative to situations that require heightened level of attention or care (e.g. health related problems, resource sharing if needed)
- Performing various duties as required ensuring responsible, professional, and caring delivery of services

MINIMUM QUALIFICATIONS:

- High School Diploma and 2 years related experience.

Child Care Worker

- Must possess and maintain a valid AZ DPS Fingerprint Card or able to obtain one upon immediately upon offer of employment.
- Must maintain Infant and Child CPR certification and a First Aid certification.
- Ability to interact with children in a caring fashion in social, play and teaching activities is required.
- Workers must be physically able to attend to the needs of the children in their care which requires lifting, changing diapers and clothing, preparing snacks and beverages, and doing light housekeeping/cleaning.
- Educator Skills- thorough knowledge of early childhood physical and emotional development is essential.
- Ability to multitask.
- Knowledge of American Indian experience, including youth and family strengths and stressors, tradition and culture.
- Certification in childcare is preferred.
- Proficient in Microsoft Office Suite.
- Excellent verbal and written communication skills.

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with application and resume.