



COQUILLE INDIAN TRIBE

Job Title: Little Feathers Care Provider
Department: Learning Center
Reports to: Head Start Director
FLSA Status: Non-Exempt Full Time
Salary: \$17.51 - \$22.76
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance.

Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

JOB SUMMARY OF MAJOR FUNCTIONS

To provide the best possible childcare experience for youth ages 3-5 participating in the Little Feathers Program. This position will support and provide coverage for other early childhood education programs including Head Start. It will also support the overall functions of the Youth Education Program and Youth Opportunities Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain a physically and emotionally safe, orderly environment.
2. Assist Head Start Lead Teacher, Teacher Assistants, Youth Education Coordinator and Youth Opportunities Coordinator with classroom preparation and clean up.
3. Participate in daily classroom activities and routines, including field trips and other off-site trips.
4. Model/use positive interaction with children, including verbal and body language.
5. Use developmentally appropriate practices.
6. Work to ensure good self-concept in all children.
7. Model behavior management skills.
8. Accept classroom responsibility and duties as scheduled.
9. Interact appropriately with parents.
10. Be knowledgeable of all youth programming health and safety policies, procedures and Head Start performance standards.
11. Responsible for the sanitation and abiding by safety guidelines in all classroom areas.
12. Maintain documentation on all busses or Learning Center vehicles used to transport children to ensure they are following appropriate standards.
13. Maintain a positive attitude regarding the Little Feathers Program philosophy.
14. Model behaviors that demonstrate an understanding, acceptance and welcoming of diversity.

15. Maintain respect and positive communication regarding all children and families.
16. Assist in the CACFP and USDA food service programs.
17. Maintain Little Feathers program binder.
18. Prepare activities and gather supplies for projects.
19. Accept suggestions and guidance from supervisor.
20. Attend in-house trainings, staff meetings and other meetings as required.
21. Commit to further training as identified in individual training plans.
22. Other duties as assigned.

The above statement reflects the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all work requirements that may be inherent in the job.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, bending, and raising up from a sitting position; often at the floor level, raising or lowering objects, stooping and occasionally requires lifting up to 50 pounds. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in teamwork and cooperative problem solving.
2. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
4. Ability to make decisions independently in accordance with established policy and procedures.
5. Ability to exercise excellent organization, time management, analytical and problem solving skills.
6. Basic knowledge of the principles and practices of early childhood development, health, safety, and nutrition.
7. Basic knowledge of current educational techniques and developmentally appropriate practices relating to early childhood development.
8. Establish and maintain respectful, effective working relationships with staff, children and parents, and community partners.
9. Possess awareness and sensitivity of Native American traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
10. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality is grounds for immediate dismissal.
11. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

REQUIRED QUALIFICATIONS

1. High School Diploma or GED required.
2. Two years of professional experience working with preschool age children. Experience working with older youth, preferred.
3. Childcare Development Associate certification (CDA) preferred.
4. CPR/ First Aid certification, or willingness to obtain within 90 days of hire, required.
5. Food Handler's Card, or willingness to obtain within 90 days of hire, required.