



## COQUILLE INDIAN TRIBE

**Job Title:** Little Feathers Care Provider  
**Department:** Learning Center  
**Reports to:** Head Start Director  
**FLSA Status:** Non-Exempt, Full Time  
**Hiring Range:** \$17.95 - \$20.64  
**Location:** Coos Bay, Oregon

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.

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### JOB SUMMARY OF MAJOR FUNCTIONS

Under the general supervision of the Head Start Director, the Little Feathers Care Provider is responsible for providing a safe, supportive, and developmentally appropriate childcare experience for children 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. Maintains a physically and emotionally safe, supportive, and 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 activities.
4. Models positive interaction with children through verbal and nonverbal communication.
5. Use developmentally appropriate practices when working with children.
6. Supports the development of positive self-concept and confidence in all children.
7. Models and utilizes appropriate behavior-management techniques.
8. Accept classroom responsibilities and completes assigned duties as scheduled.
9. Interact professionally and respectfully with parents and families.
10. Maintains knowledge of applicable youth programming health and safety policies, procedures and Head Start performance standards.
11. Maintains sanitation and follows established health and safety guidelines in all classroom areas.

12. Maintains a positive and supportive approach to the philosophy and goals of the Little Feathers Program philosophy.
13. Models behaviors that demonstrate an understanding, acceptance and appreciation of diversity.
14. Maintains respectful and positive communication regarding all children and families.
15. Assists with CACFP and USDA food service programs.
16. Maintains the Little Feathers program binder and associated documentation.
17. Prepares activities and gathers supplies and materials for classroom projects.
18. Responds positively to coaching, feedback and guidance from the Head Start Director.
19. Attends required in-house training, staff meetings and other meetings.
20. Participates in additional professional development and training as identified in individual training plans.
21. Performs other duties as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the position and shall not be considered a detailed description of all work requirements that may be inherent in the position.

#### **PHYSICAL REQUIREMENTS**

Requires the ability to communicate verbally and perform repetitive movement of the wrists, hands and/or fingers. The position often requires walking, standing, sitting for extended periods of time, bending, and transitioning from floor-level, raising or lowering objects, and stooping. The position occasionally requires lifting up to 50 pounds. The individual must be able to perform the essential duties and responsibilities of the position 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 the 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 demonstrate the ability to perform the essential functions of the position, with or without reasonable accommodation.

1. Excellent verbal and written communication skills with strengths in teamwork and cooperative problem-solving.
2. Strong interpersonal skills with the ability to communicate in a professional, respectful, calm, and helpful manner, including during stressful or emotionally challenging situations.
3. Ability to foster an inclusive workplace where diversity and individual differences are valued and support the vision and mission of the Coquille Indian Tribe.
4. Ability to make decisions independently in accordance with established policies and procedures and recognize when guidance is appropriate.
5. Strong organizational, 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 related to early childhood development.
8. Ability to establish and maintain respectful, effective working relationships with staff, children and parents, families and community partners.

9. Awareness of and sensitivity of Native American traditions, customs, and socioeconomic needs with the ability to work effectively with diverse cultures.
10. Ability to maintain professionalism, confidentiality, and sound judgment and appropriate boundaries when handling sensitive or challenging situations. Ability to effectively use computers and technology required for the position, including word-processing, spreadsheet, database, communication, and recordkeeping applications.

#### **REQUIRED QUALIFICATIONS**

1. High School Diploma or GED required.
2. One year of professional experience working with preschool age children required
3. Experience working with older youth required.
4. CPR/ First Aid certification, or willingness to obtain within 90 days of hire.
5. Food Handler's Card, or willingness to obtain within 90 days of hire.

#### **PREFERRED QUALIFICATIONS**

1. Child Development Associate certification (CDA) preferred.