



**CHILD CARE PROVIDER**  
**HOPI WELLNESS CENTER**  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**

**REPORTS TO: PROGRAM MANAGER**  
**SALARY/HOURLY RANGE: 28**  
**FLSA Status: NON-EXEMPT**  
**VALID DRIVER'S LICENSE REQUIRED**

**INTRODUCTION**

The position is responsible for providing childcare services to toddlers and children in a day care center (Kids Korner) setting. The incumbent performs duties of semi-difficulty and complexity requiring knowledge and skill in communicating and working with toddlers and children ages 3-7 years old and their parents and/or legal guardian(s). The work consists of duties that involve various related steps, processes or methods. Decisions regarding what needs to be done or completed require the incumbent to recognize the existence of and differences among several alternatives.

The incumbent works under general supervision and line authority of the Hopi Wellness Center Manager. The supervisor provides written and verbal instructions. The incumbent uses initiative in carrying out recurring assignments independently, referring problems and unfamiliar situations to the supervisor for assistance. Completed work is evaluated in conformance with established guidelines and contract requirements.

Contacts are with employees within/outside the immediate work area, parents and/or legal guardian(s) and the general public. The purpose of these contacts is to exchange factual information on toddlers and children enrolling in Kids Korner. Work is performed in a childcare setting requiring physical exertion such as standing, recurring bending, crouching, stooping, etc., and involves everyday risks or discomforts. Work at times will be beyond the normal eight (8) hour daily schedule. Travel on and off the reservation is minimal and required.

**ESSENTIAL FUNCTIONS**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

- 1) Responsible for the day-to-day supervision; the care, safety and well-being of toddlers and children in Kids Korner.
- 2) Responsible for planning and implementing a responsive curriculum that includes age appropriate educational, social, cultural, and physical activity material.
- 3) Demonstrates an understanding of toddler and child growth and development for each child that attends Kids Korner.
- 4) Prepare a monthly activity calendar utilizing the curriculum that provides activities and opportunities which encourages curiosity, exploration, motor skills and problem solving appropriate to the development levels of the toddlers and children. Actively participates in carrying out the day-to-day activities with the toddlers and children.
- 5) Record toddler/child activities and inform the parents/legal guardian(s) of the progress/milestones the toddler/child is reaching while enrolled in Kids Korner.
- 6) Responsible for collecting daily attendance data. Provide a monthly data report of all numbers collected in Kids Korner.
- 7) Responsible for the recruitment of toddlers/children for Kids Korner by means of posters, email, and social media.
- 8) Maintains toddler/children records and ensures they are periodically updated, such as the registration form and contact information.
- 9) Maintains a safe, clean and pleasant environment by conducting and following cleaning and maintenance protocols to ensure the cleanliness and sanitation of Kids Korner.
- 10) Takes inventory of educational, food, and cleaning supplies and replenishes as necessary.

- 11) Assists in the planning and coordination of the overall Hopi Wellness Center goals and objectives.
- 12) Other duties as assigned- Performs other duties as assigned or authorized to achieve the goals and objectives of the Hopi Wellness Center which include a variety of tasks in addition to the child care duties, such as tending the front desk, signing up new members.

### **MINIMUM QUALIFICATIONS**

Education: High School Diploma or GED Equivalent; AND

Training: Completion of six (6) hours training in Early Childhood Development; AND

Experience: Two (2) years experience working with children; OR

Equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of safety procedures and hazardous conditions
- Knowledge of nutrition and health standards/conditions
- Knowledge of child development
- Skill in verbal and written communications
- Skill in working with toddlers and children
- Skill in operating office equipment and computer programs for data and publications
- Ability to work with children with care
- Ability to maintain a safe, clean and pleasant environment
- Ability to follow verbal and written instructions
- Ability to maintain confidential information
- Ability to establish and maintain positive working relationships with others
- Ability to demonstrate behavior that is professional, ethical & responsible

### **NECESSARY REQUIREMENTS**

- 1) Must possess a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defensive Driving course.
- 2) Driving is an essential function of this position. Incumbent must have and maintain a driving record which qualifies them for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver's license) and maintain certification to operate tribal vehicles for business purposes.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have been convicted of misdemeanors at the local, state, or federal level within the past five (5) years of application.
- 7) Must possess a valid CPR and First Aid Certification.
- 8) Must possess a valid Food Handler's Card.