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## **JOB ANNOUNCEMENT**

**JOB TITLE:** Child Care Worker

**LOCATION:** 4520 N. Central Avenue, Suite 250,  
Phoenix, AZ

**GRADE:** Full Time - Exempt

**SALARY:** DOE

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

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

### **JOB SUMMARY:**

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

### **MAJOR JOB FUNCTIONS:**

Planning and development:

- Research child care activities that foster early child hood development and sense of well-being
- Plan daily child care 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 child care to evolving PIC program elements

Service Implementation:

- Provide skilled child care 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
- Incorporate Native American culture and values in interaction with children via reading, playing, and teaching activities.

## Child Care Worker

- 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 child care reports
- Conduct weekly and monthly child care supply inventory
- Attend monthly staff meetings
- Provide child care 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 child care 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 child care materials
- Inventory and maintain child care supplies and supply lists
- Conduct daily cleaning

## **ADDITIONAL FUNCTIONS:**

- Communicate with center staff relative to the status of child care 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.
- Must possess and maintain a valid AZ DPS Fingerprint Card or able to obtain one upon immediately upon offer of employment.

## Child Care Worker

- 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 child care is preferred.
- Proficient in Microsoft Office Suite.
- Excellent verbal and written communication skills.

### **Note – All Staff Requirements:**

- Must have or be able to obtain an AZ State of Arizona Department of Public Safety Fingerprint Clearance Card within 90 days of employment.
- Dependable transportation, valid driver's license, and automobile insurance coverage in compliance with Phoenix Indian Center requirements.
- Must be available to work evenings and weekends.
- Must be able to pass background screening process.

### **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.

**CLOSING DATE:** Open Until Filled

### **SUBMIT CURRENT RESUME INCLUDING SUPPLEMENTAL INFORMATION TO:**

Phoenix Indian Center Personnel  
4520 North Central Avenue, Suite 250, Phoenix, AZ 85012  
602-264-6768 Ext 2103  
602-274-7486 (Fax)

[www.phxindcenter.org](http://www.phxindcenter.org) Click on Contact Us – Phoenix Indian Center Job Openings on How to apply and find the Supplemental Information Form.