ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

APPLY ONLINE AT:
http://oneida-nsn.gov

POSITION TITLE:	Childcare Teacher Trainee
POSITION NUMBER:	05027
DEPARTMENT:	Oneida Childcare (OCC)
LOCATION:	2965 S. Overland Rd, Oneida, WI
DIVISION:	Governmental Services
RESPONSIBLE TO:	Childcare Supervisor
SALARY:	NE05 $10.02/Hr
	(Employees will receive 5% below the pay rate during their probationary status.)
CLASSIFICATION:	Non-Exempt
POSTING DATE:	July 20, 2016
CLOSING DATE:	July 29, 2016
Transfer Deadline:	July 27, 2016
Proposed Start Date:	As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

Work with OCC staff to provide a safe and secure environment for children entrusted to their care in which each child can develop his/her physical, emotional and intellectual skills. Assist with planning and implementing age-appropriate curriculum for children in accordance with the OCC Department Standard Operating Procedures and State of Wisconsin DCF 251 Licensing Rules. Works flexible hours from 6:00 a.m. to 5:15 p.m. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Provide nurturing and support to all children. Develop and maintain a caring, warm and trusting relationship with each child while enforcing appropriate disciplinary measures accordingly.
2. Develop, implement and oversee a routine for daily and general programming for children and incorporating the creative curriculum lesson plans on a weekly basis.
3. Maintain appropriate records as required by Tribal, State funding and licensing agencies. Completes appropriate records including: daily infant intake forms, child/teacher ratio sheets, medical log and medicine log and medicine dispensing forms, accident report forms/ logs, infant/toddler feeding, sleeping, changing form, in-service and continuing education.
4. Maintain an orderly, attractive and stimulating physical environment for young children.
5. Clean and maintain a safe and secure environment, designing and constructing bulletin boards and other displays, monitoring equipment, maintaining supplies, and informing the supervisor of supplies needed.
6. Develop and maintain positive relationships with parents of children to include, but not limited to, greeting parents each day, writing notes and developing reports to parents as required.
7. Meet with parents in conference twice each year, attend programs with parents, and submit articles/information to the monthly newsletter.
8. Work cooperatively with OCC staff using a team approach to childcare.
9. Follow the OCC Department Standard Operating Procedures.
10. Complete twenty-five (25) continuing education hours per year as directed by supervisor.
11. Attend staff meetings as needed/required.

DUTIES AND RESPONSIBILITIES: (Cont.)

12. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and employee needs courteously and promptly.
13. Contribute to a team effort and accomplishes related results as required.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently use hands to handle or feel; reach with hands and arms; talk and hear; sit, stand, walk, bend/stoop, squat, crawl, crouch, kneel, balance, push/pull and carry and lift up to fifty (50) pounds.
2. Occasionally reach above shoulder level.
3. Work is generally performed in a classroom setting with a moderate noise level.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually.

STANDARD QUALIFICATIONS:

1. Knowledge of the different physical and mental development stages of children.
2. Skill in customer/client relation.
3. Ability and willingness to complete twenty-five (25) continuing education hours per year.
4. Ability to prepare lessons plans that are age appropriate and reasonable to children's needs.
5. Ability to define and to provide an organized, self-directed classroom.
6. Ability to remain awake and alert throughout scheduled shift.
7. Ability to maintain a safe and nurturing environment.
8. Ability and willingness to work cooperatively with OCC co-workers and clients.
9. Ability to deal with the general public and Tribal employees with tact, courtesy, respect, objectivity and maturity.
10. Ability and willingness to work a flexible work schedule from 6:00 a.m. to 5:15 p.m.
11. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
12. Must be CPR and Red Cross First Aide Certified or the ability to obtain within six (6) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
13. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment. **(Training will be administered by the Human Resource Department.)**
14. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
15. Must be willing and able to obtain additional education and training.
16. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
17. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Knowledge and familiarity with American Indian cultures in general and the Oneida Tribe of Indians in specific.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. **Must be an enrolled member of the Oneida Nation of Wisconsin.**
2. Must be eighteen (18) years of age or older.
3. High School Diploma, HSED or GED is required.
4. Must be willing to complete a minimum of eighty (80) hours, two non-credit department-approved courses in early childhood education within six (6) months of hire.

ITEMS TO BE SUBMITTED:

Must provide a copy of diploma, license, degree or certification upon employment.