



QUECHAN INDIAN TRIBE

Fort Yuma Indian Reservation

HUMAN RESOURCE DEPARTMENT

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 572-0213

FAX (760) 572-0515

POSITION DESCRIPTION

POSITION: Paradise Child Care Monitor

Salary: \$11.00 per hour

Opening: Monday, February 04, 2019

Closing: Friday, February 15, 2019

DUTIES & RESPONSIBILITIES:

- Observes and monitors play activities; provides age appropriate activities, organizing and participating in games, reading to children, painting, drawing, handwork, singing, and other activities; assists with rest time, and toilet training.
- May prepare and serve meals, refreshments, or formulas to children/infants; Models appropriate eating habits; sterilizes bottles and/or other equipment used for feeding children/infants.
- Accompanies children on walks or other outings outside the center.
- Assist with keeping center clean and tidy.
- Ensure the needs of the children are met at all times.
- Helps children develop habits of caring for own clothing and picking up and putting away toys and books.
- Maintains discipline.
- Encourages children to take pride in their heritage.
- Performs other related duties as assigned.

QUALIFICATIONS:

- Must have High School Diploma or G.E.D.
- Experience in supervising and caring for children, which may include the raising of one's own children.
- Must pass background investigation and fingerprinting is required.
- Ability to direct the activities of children.
- Establish cooperative working relationships.
- Establish warm and supportive relationships with children and parents.
- Ability to maintain accurate records for reports and/or planning future lessons and sharing information with parents, i.e., each individual child's progress & growth.
- Physically capable of performing all required duties.

FOR MORE INFORMATION AND TO APPLY:

**Quechan Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 572-0213, Ext. 280
Fax: (760) 572-0515**

**Mailing Address:
P. O. Box 1899
Yuma, AZ 85366**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, The Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants **must pass** a pre-employment Alcohol/Drug screening and Background Check.