
Karuk Community Health Clinic

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Karuk Tribe**Administrative Office**

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Karuk Dental Clinic

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Vacancy Announcement

Title: Karuk Tribal Head Start Center Assistant

Reports To: Karuk Tribal Head Start Teacher

Location: Happy Camp, CA

**Assigned
Work Location:** Happy Camp

Salary: \$17.00 to \$19.00 per hour, DOE

Classification: Full-Time 30 to 40 hours a week, 40 weeks per year, Non-Exempt, Entry Level

Summary: Under the general supervision of the Teacher, the Center Assistant will participate and assist the teacher in program related responsibilities and activities including but not limited to participation, guidance, and supervision of children in program related activities in the classroom, on the playground, and field trips. Maintains a safe and sanitary environment for children. Be able to take direction and follow detailed instructions, procedures, and submit required paperwork with accuracy within the allotted timeframe.

Application Deadline: Open Until Filled

Please Note: Skills Assessment Required Prior To Interview!

Applications are available at all Tribal Offices or on the Internet at www.karuk.us. The Karuk Tribe's **(TERO) Preference and Drug & Alcohol Policy** apply.

If selected applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Job descriptions are available online at: www.karuk.us or by contacting the Human Resources Department, Telephone (530) 493-1600 ext. 2038, Fax: (855) 437-7888, Email: humanresources@karuk.us

POSITION DESCRIPTION

Title: Karuk Tribal Head Start Center Assistant

Reports To: Karuk Tribal Head Start Teacher

Location: Happy Camp or Yreka, CA

Assigned Work Location: Happy Camp or Yreka, PAN to designate

Salary: \$17.00 to \$19.00 per hour, DOE

Classification: Full-Time 30 to 40 hours a week, 40 weeks per year, Non-Exempt, Entry Level

Summary: Under the general supervision of the Teacher, the Center Assistant will participate and assist the teacher in program related responsibilities and activities including but not limited to participation, guidance, and supervision of children in program related activities in the classroom, on the playground, and field trips. Maintains a safe and sanitary environment for children. Be able to take direction and follow detailed instructions, procedures, and submit required paperwork with accuracy within the allotted timeframe.

Responsibilities:

1. Assists children with hand washing, meal times, and tooth brushing.
2. Assists the teacher in creating a developmentally appropriate, clean and safe classroom environment to facilitate active learning, self-expression, and discovery.
3. Assists in child observation as required by the teacher.
4. Assists in maintaining accurate daily inspections of the playground, classroom, and facility for health and safety.
5. Provides close supervision, maintains head start ratios to ensure the safety of the children in the classroom, bathroom, playground, and field trips.
6. Cleans and sanitizes the environment daily.
7. Allows for the teacher and teacher assistant's lunches and breaks.
8. Assists the Bus Driver in ensuring the safety of the children while riding, boarding, or exiting the vehicle and assists the driver during emergencies.
9. Reports suspicions of physical, social and emotional abuse or neglect of children to the Teacher, Director, and appropriate county or law enforcement agency.
10. Attends local and out of the area trainings, workshops, or conferences for professional growth- and job-related requirements. Attends all required staff/team meetings and functions.

11. Be polite and maintain a priority system in accepting other job duties as assigned.

Qualifications:

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and have some knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication with children, parents, and other staff is purposeful, respectful, and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be “solution-focused” and presents challenges with recommendations for solutions that best meet the needs of Karuk Head Start children, parents, and staff. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and is able to adapt to change.
4. Program Support: Supports, cooperates, and assists to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with parents, co-workers, and KCDC staff.
5. Professional Development: Participates in ongoing professional development including training and meetings as determined by the Head Start Director.

Requirements:

1. Must possess high school diploma or equivalent. Early Childhood Education (ECE) 6 units preferred.
2. Must have 6 units of early childhood education classes or complete within 1 year of employment.
3. Must have one (1) year experience working with children. A combination of training and/or experience which demonstrates a potential to perform the duties of the position will be considered.
4. Must be able to demonstrate sound and mature judgment.
5. Must be certified, or able to be certified, in First Aid and Child Cardiopulmonary Resuscitation (CPR) within one month of hire and must have the ability to be recertified as required.
6. Must sign and adhere to the Karuk Tribal Head Start Handbook, Employee Conduct, Confidentiality Statement, and the Karuk Tribe Personnel Policies.
7. Must be available for local and out of area travel as required for job related training, meetings, and other functions as required or as requested.
8. Must be able to frequently bend over, squat, lift, and occasionally carry up to 50lb.

9. Must submit to an initial medical examination and Tuberculosis (TB) test. Must be willing to submit to a periodic rescreen for medical examination and TB tested every two years.

10. Must successfully pass a pre-employment drug screening test and fingerprint criminal background check. The applicant must not have been found guilty of, or entered a plea of no contender or guilty plea to any felonious offenses or two or more misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; an offense committed against children. Must be willing to submit to fingerprinting rescreen every five years.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Head Start Parent Preference: Previous Karuk Tribal Head Start parents will be given preference in hiring for Karuk Tribal Head Start positions provided they meet the requirements of the position. This policy in no way changes or supersedes TERO and this preference will be subordinate to Tribal preference in hiring.

Review Committee Approved: July 5, 2024

Employee Signature: _____ **Date:** _____