

Niiwin Akeaa Campus
 111 Beartown Road
 Baraga, MI 49908
 Phone: (906) 353-4630
 Fax: (906) 353-8107



Wabanung Campus
 770 N. Main St.
 L'Anse, MI 49946
 Phone: (906) 524-8400
 Fax: (906) 524-8106

"Catch Your Dream Through a Superior Education"

OSITION ANNOUNCEMENT	
Position:	Child Care Worker (On-Call)
Star/Closing Date:	Open until filled
Salary:	Starting wage = \$9.75/hr.
Location:	KBOCC L'Anse Campus Child Care Facility
Supervisory Control:	Care Coordinator
Position Description:	
Duties and Responsibilities:	<p>Assist the Child Care Coordinator, in providing appropriate childcare services and activities for children in art, music, literature, culture, and play.</p> <p>Assist in promoting and supervising the healthy emotional, social, intellectual, and physical development of each child.</p> <p>Assist in the upkeep of the Child Care Center and all equipment and materials. Eat any meals with children and assist in development of good nutrition habits and table manners.</p> <p>Help children establish good habits of toileting and personal hygiene and cleanliness.</p> <p>Always assist in supervising all activities to ensure safety of each child.</p> <p>Maintain prompt hours; notify Child Care Coordinator in the event of illness or upcoming absence (ahead of time).</p> <p>Maintain neat and clean appearance.</p> <p>Work with all other staff members in a cooperative manner.</p> <p>Attend and participate in staff meetings.</p> <p>Must attend trainings as designated by the Child Care Coordinator.</p> <p>Work toward attainment of Child Development Associate Certification (CDA) and First Aid/CPR certification.</p> <p>Must make referrals as necessary pertaining to children and families.</p> <p>Must be able to work evenings and weekends as needed.</p> <p>Is bound by mandatory reporting requirements as determined by Tribal, State, and Federal Law.</p> <p>Other duties as assigned by supervisor.</p>
Qualifications:	<p>Must have High School Diploma or GED.</p> <p>Must have a combination of six month or equivalent of education/training and childcare experience.</p>

CPR and First Aid certification preferred, or must obtain within 3 months of date of hire. CDA will be required to be completed within 16 months.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

- Crimes of violence
- Sexual assault
- Molestation
- Exploitation
- Contact with or prostitution
- Crimes against persons
- Offenses committed against children
- Child abuse or neglect

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical

Employment Preference:

Preference will be given to qualified applicants according to policy. This include Native American Preferences and Veteran Preferences.

How to Apply
Applications and other job postings are located on our website: kbocc.edu/jobs/

Send the application, a cover letter, a resume, three current references, and official transcripts to:

Human Resources
Keweenaw Bay Ojibwa Community College
111 Beartown Road
PO Box 519
Baraga, MI 49908
Phone: (906) 524-8400
Fax: (906) 524-8106
Email: hr@kbocc.edu

Baraga Campus
Niiwin Akeaa Center
111 Beartown Rd
Baraga, MI 49908

L'Anse Campus
Wabanung Campus
770 N. Main St.
L'Anse, MI 49946

Pelkie Campus
Arts & Agriculture Center
15211 Pelkie Rd.
Baraga, MI 49958