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L'Anse, MI 49946
Phone: (906) 524-8400
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"Catch Your Dream Through a Superior Education"

JOB DESCRIPTION

POSITION: Child Care Worker -Part Time

LOCATION: Keweenaw Bay Ojibwa Community College

SUPERVISORY CONTROL: Child Care Coordinator

SALARY: \$15.00/hour without CDA
\$16.50/hour with CDA

DEADLINE: Open until filled

SUMMARY:

The Child Care Worker will assist the Childcare Coordinator in providing appropriate childcare services and activities for children in Art, Music, Literature, Culture, and Play.

QUALIFICATIONS:

- Must have a High School Diploma or GED.
- Must have a combination of six month or equivalent of education/training and childcare experience.
- Work toward attainment of Child Development Associate Certification (CDA) and First AID/CPR certification.
- Must have a valid Michigan Drivers License.
- Must be able to lift 50 lbs. and have the ability to bend and stand for long periods of time
- Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious 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

Molestation

Contact with or prostitution

Offenses committed against children

Sexual assault

Exploitation

Crimes against persons

Child abuse or neglect

RESPONSIBILITIES:

- Assist in promoting and supervising healthy emotional, social, intellectual, and physical development of each child.
- Assist in the upkeep of the Child Care Center and all equipment and materials. Eat any meals with the children and assist in development of good nutrition habits and table manners.

- Help children establish good habits of toileting and personal hygiene and cleanliness.
- Assist in supervising all activities to always ensure safety of each child.
- Must attend trainings as designated by the Child Care Coordinator.
- Work with all other staff members in a cooperative manner.

DUTIES:

- Maintain neat and clean appearance.
- Must make referrals as necessary pertaining to children and families.
- Must be able to work evenings and weekends as needed.
- Is bound by mandatory reporting requirements as determined by Tribal, State, and Federal Law.
- Other duties as assigned by supervisor.

PRE-EMPLOYMENT TEST:

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

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American descent.

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

DEADLINE TO APPLY: Open until filled

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Submit an official KBOCC application, resume, cover letter, official transcripts, and three current letters of reference to Keweenaw Bay Ojibwa Community College, Human Resources, PO Box 519, Baraga MI 49908, or email your completed application to hr@kbocc.edu.