



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque

DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

White Earth Reservation Tribal Council Job Announcement

Position: Childcare Substitute

Location: Various Sites

Pay: \$20.47/hr.

Benefits: Full

Open: 04-28-25

Close: Until filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for substituting in the Childcare Centers, Library, caring for kids store when requested and helping with administrative duties, filing, copying and assisting staff with various duties as assigned, Will work in various Childcare sites.

Position outcomes:

- Assist/substitute as a Teacher Assistant in our various center's when staff/providers aren't able to so that adult/child ratios are consistent with our licensing standards.
- Help in our classrooms with implementing lessons and activities to meet the needs of children in the classroom.
- Assist with teaching basic skills such as color, shape, number and letter recognition, social skills such as color, shape, number and letter recognition, social skills to the center's younger children, while helping with tutoring the older children.
- Always ensures a safe and attractive environment for children.
- Attends to children's needs including diaper changing, toileting, feeding, naps and personal hygiene.
- Assist Lead Teacher in implementing daily programs in the Childcare center that engage children in, and promotes physical, mental, and social development, such as games, arts, crafts, music, storytelling and active play.
- Responsible for providing clerical support to program staff to include organizing, maintaining, and providing information to staff and the public to facilitate effective communication between the department and others.
- Assist/substitute in library when needed.
- Assist/substitute in caring for kids store when needed.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council, Education and Childcare programs.
- Knowledge of Early Childhood Development, theories and practices related to children with special needs, infants, toddlers, preschool and school age.
- Ability to understand and implement the duties of a mandated child maltreatment reporter.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Position Qualifications:

- High School Diploma or GED and experience working with young children.
- Valid Driver's license and insurance for travel between sites and other business-related destinations.
- Must meet licensing requirements as prescheduled by the Tribal licensing standards.
- Must be able to pass a criminal background check and drug screening.
- CPR, First Aid, and Safe-Serve Certifications upon hire.

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference.