



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

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## Job Announcement

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**Position:** Childcare Teacher Assistant

**Location:** Mahnomen

**Pay:** \$20.00/hr.

**Benefits:** Full

**Open:** 12-30-24

**Close:** Until filled

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for assisting Lead Teachers in providing care and implementation of developmentally appropriate curriculum for children enrolled at the Mahnomen Childcare Learning Center in order to promote social, physical, emotional and intellectual growth.

### Position Outcomes:

- 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.
- Assist with teaching basic skills such as color, shape, number and letter recognition, social skills to the center's younger children, while helping with tutoring to 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.
- Listens and responds to clients and coworkers to maintain a high level of satisfaction
- Assists Lead Teachers on a regular basis with communication with children and families through parent conferences, correspondences, visits or phone calls for relationship building.
- Applies problem-solving techniques as necessary.
- Assists with daily cleaning of toys and building.
- Performs other duties and responsibilities as required or assigned.
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### Knowledge, Skills and Abilities:

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council, Education and Child Care Program.
- Knowledge of Early Childhood Development, theories and practices related to children with special needs, infants, toddlers, preschool and school age children, including emotional, behavioral cognitive and nutritional needs.
- Ability to deal with unpleasant, angry or discourteous children and parents
- Ability to understand and implement the duties of a mandated child maltreatment reporter.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

### Qualifications:

- **High School diploma/GED and experience caring for children 0–5-year-olds.**
- **Valid driver's license and insurance for travel between sites and other business-related destinations preferred.**
- **Must be able to work from 8:15 a.m. to 4:45 p.m. to remain in compliance with Program.**
- **Must be able to pass background check and drug screening.**
- **CPR, First Aid, and Safe-Serve Certifications upon hiring.**

#### Mail Applications to:

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

Download Applications at: [www.whiteearth.com](http://www.whiteearth.com)

*EEO with Native Preference.*

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.*