



WHITE EARTH RESERVATION

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

Position: OMC Childcare Assistant (1-Full time, 1- Seasonal)
Location: OMC Bemidji, MN.
Pay: \$19.45/hr.

Benefits: Full

Open: 04-13-26
Close: 04-24-26
Status: Full Time

This position is responsible for providing care and implementation of developmentally appropriate curriculum for children enrolled at the Oshki Manidoo Childcare in order to promote social, physical, emotional and intellectual growth.

Position Outcomes:

- Implement daily programs that engage children in, and promote physical, mental, and social development.
- Attends to children's needs including diaper changing, toileting, feeding, naps and personal hygiene.
- Teach 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.
- Work positively with children to encourage participation and learning.
- Listens and responds to clients and coworkers to maintain a high level of satisfaction.
- Communicates on a regular basis with children and families through parent conferences, correspondences, visits, or phone calls for relationship building.
- Work with the Early Childhood Curriculum Specialist and other department staff to ensure quality programming for children to promote school readiness.

Knowledge, Skills, and Abilities:

- Ability to foster a cooperative work environment.
- 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 mandated child maltreatment reporter.

Qualifications:

- **High School Diploma or GED and one (1) year experience working with children in a childcare setting.**
- **Must meet licensing requirements as prescribed by the Tribal licensing standards.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

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

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*