



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Day Care Provider

****Re-Advertise****

OPEN: April 5, 2024

EXEMPT: No

SALARY: (6) \$17.47-\$19.68/hr. DOE

SHIFT: Flexible

LOCATION: 2616 Kwina Road,

DURATION: Regular Full Time

CLOSES: April 26, 2024

JOB CODE:

DIVISION: General Manager

DEPARTMENT: Lummi Counseling Services

SUPERVISOR: Assistant Director, Josie Jones

VACANCIES: 1

JOB SUMMARY: The Day Care Provider will coordinate the work schedule to ensure day care services are provided for day and evening groups. Will follow and adhere to the rules, regulations, and policies of the LCS and LIBC Guidelines. Will be responsible for providing daily care for children of clients attending treatment groups and scheduled appointments with LCS providers. Will perform a variety of tasks that are necessary while caring for children. Will be responsible for the safety and wellbeing of children participating in the Day Care.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

1. Develop a work schedule with co-worker to ensure day care hours are covered for day and evening groups.
2. Provide Day Care for children of clients enrolled in treatment services at the Lummi Counseling Services and the Healing Spirit Clinic
3. Develop a weekly and monthly work schedule for approval by supervisor. Must notify supervisor when you cannot attend work so that arrangements can be made in advance.
4. To ensure safety and wellbeing of children participating in the Day Care Program do not allow entry or loitering.
5. Ensure the Day Care Policies and procedures are being followed and abide by the regulations set by Lummi Counseling Services.
6. Organize and provide age appropriate activities for children such as games, children movies, books, coloring and drawing and toys to keep children occupied.
7. Perform a variety of tasks such as dressing, feeding, and overseeing play activities.
8. Prepare nutritious snacks and lunches for children clean up afterwards.
9. Perform light housekeeping duties such as picking up toys, dish washing, vacuuming rugs, wiping, and sanitizing tables and all children equipment daily to prevent the spreading of germs and sickness.
10. Provide a safe storage for movies, toys, and other activity materials to prevent theft.
11. Discipline children and initiate measures to control behavioral, such as children bullying or hitting other children.

12. For the safety of other children and to prevent spreading sickness to other children, must identify children who are sick, have open infection or have head lice and to notify parents immediately to have child removed from day care until child is well enough to return.
13. Must maintain a daily log of children attending the day care by utilizing a sign-in and sign-out sheet.
14. Must keep food and snacks available for the children attending day care, willing to shop for food supplies as needed.
15. Must only accept children of parents attending treatment at the Lummi Counseling Services. No other participants are allowed to utilize the Lummi Day Care Program.
16. Provide reports for LCS management as needed. Attend staff meetings when requested.

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Must possess and maintain a valid Washington State Driver's license and meet eligibility requirements for tribal insurance. *preferred*
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must be knowledgeable and follow the client confidentiality as required by HIPPA regulations.
- Knowledge of guidelines for reporting child abuse and neglect as required by federal, state, local and tribal regulations.
- Must know the importance of sanitizing and cleaning all areas of the day care for health safety.
- Ability to establish and maintain a professional and supportive relationship with program participants.
- Ability to maintain documentation required for day care and provide incident reporting as well as attendance on a daily basis.
- Ability and willingness to respond to emergency and/or crisis situations.
- Must be physical fit and capable of lifting small children and performing strenuous chores.
- Must be supportive of the organization's mission goals and adhere to program rules and policies.
- Must be reliable and dependable.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy
- This position requires regular contact with or control over Indian children and is therefore subject to successful and extensive criminal background check, CAMIS background check
- Must have HIV/AIDS and Airborne pathogens eight (8) hour training or willing to take the next available class.
- Must provide evidence of CPR training or be willing to register in the next available class.
- Must be alcohol/drug free for the past three (5) years.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.