

American Indian Family Center Job Posting

Where American Indian Families Thrive!



Childcare Consultant

Application Deadline: Open Until Filled

Weekly commitment will range from 20-30 hours at an earnings range of \$15-\$30 hourly, DOQ and dependent upon terms of the agreement.

Position Title: Child Care Worker

Position Description: This is a position providing childcare support and supervision to American Indian children who can range in age from infancy up to 15 years of age. This position requires someone who can carry children, change diapers, feed infants and children, and report the behavior to parents. This position also requires someone who has worked in the American Indian community and understands traditional ways of parenting.

Major Areas of Responsibility: Provide direct supervision of children during events and activities. Exhibit patience and understanding for behaviors that may be exhibited in the childcare room. Provide consistent and reliable attendance for activities that you are scheduled to attend. Clean childcare room and provide engaging play activities for children in daycare.

Specific Job Tasks:

- Be consistent in attendance at activities that you are providing childcare
- Prepare the room for childcare and activities daily.
- Clean room, toys, and children before, during, and after activities
- Provide engaging and learning play activities during supervision of the children
- Establish and maintain a process for arrival and departure of children, including having parents sign in their children for arrival and check-out times, putting on name tags with child and mother's name, etc.
- Remain at least 10 minutes after the end of the activity to clean up the childcare space, including wiping down tables and shared spaces, spraying the room with disinfecting spray, picking up toys, and putting away any activity materials.
- Maintain confidentiality in all matters with children and families.
- Support the Mission and Values of the American Indian Family Center.

Required Knowledge, Skills, and Abilities:

- Proven ability to work with American Indian families
- Patience and understanding of behaviors exhibited in the childcare room
- Demonstrated ability to interact with staff and families within the American Indian community
- Strong organizational and oral communication skills
- Must submit to Criminal Background Check

Education and Experience:

- High School/GED
- CPR and First Aid Certified, trained or willing to be trained
- Experience providing care to infants, toddlers, and older children
- Experience in managing children with special needs
- Experience in parenting techniques and models preferred

Physical Demands and Work Environment:

- Very light lifting (less than 15 pounds) may be required occasionally.
- The AIFC is a low noise facility (under 30 dB) with private offices and conference rooms.

Please submit resumes and letters of interest to Careers@aifcmn.org.
Selected applicants will be contacted to arrange an interview.

AIFC, thank you for your interest!