



## Ninilchik Traditional Council

P.O. Box 39070  
Ninilchik, Alaska 99639  
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### **VACANCY ANNOUNCEMENT** **It Takes A Village Childcare** Childcare Provider

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**ANNOUNCEMENT DATE:** September 23, 2022

**CLOSING DATE:** When Filled

**POSITION TITLE:** Childcare Provider

**POSITION BEGINS:** When Filled

**POSITION TYPE:** 40 hours per week – Permanent  
Dependent on funding

**SALARY:** Depends on Experience

**REPORTS TO:** NTC Tribal Services  
Director

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#### **POSITION SUMMARY:**

All Childcare Providers are responsible for the direct supervision and care of children registered and receiving care within the facility. Direct supervision of children, caring for their needs, while adhering to all Health and Safety requirements.

#### **PRIMARY DUTIES/RESPONSIBILITIES:**

1. Assure confidentiality of all clients, and their personal information
2. Ability to work on a team
3. Become familiar with Childcare Policies and Procedures
4. Become familiar with all Health and Safety Requirements in the childcare setting
5. Disinfecting/sanitizing facility throughout the day
6. Ensure care remains in compliance with all health and safety regulations
7. Ensure child-to-staff ratios are always maintained
8. Direct supervision of children in care
9. Assist young children with immediate needs, clothing, toileting, feeding
10. Teach children basic skills and tasks
11. Model appropriate behaviors and interactions
12. Administer observations on children's developmental milestones
13. Facilitate/encourage group play activities
14. Participate in NTC Tribal Services Program's staff meetings and submit recommendations to the NTC Tribal Services Director
15. Inform the NTC Tribal Services Director of problems involving the Childcare and assist in solving problems involving areas of concern
16. Be available for consultation and to supply information to the NTC Tribal Services Director, and NTC Board of Directors if necessary
17. Receive any needed training in conjunction with job requirements (depending on funding).
18. Submit semi-monthly time sheets to the NTC Tribal Services Director
19. Is a Mandatory Reporter of child abuse and neglect as specified in Alaska Statutes and Public Law 101-630, as amended.
20. Submit NTC Tribal Services Program supply requisitions to the NTC Tribal Services Director in a timely manner

21. Submit monthly program reports to the NTC Tribal Services Director
22. Other duties as assigned by the NTC Tribal Services Director, the NTC Executive Director or his/her designee

**QUALIFICATIONS:**

- Enjoys working with families and children
- Experience working with children
- Must have a clean criminal record and pass a background check, fingerprinting
- Proficiency with computer systems
- High School Diploma or GED
- Must be 18 years of age or older
- Pays close attention to detail
- Driver's license and transportation
- Familiarity with and understanding Alaska Native Culture

**CERTIFICATIONS REQUIRED:**

- First Aid and CPR Certification (online class not accepted)
- State of Alaska Food Handler's card or Safe Serve Certification
- Mandatory Child Abuse and Neglect Reporter Training/Certification- Office of Children's Services
- Better Kid Care Health & Safety Bundle-Penn State Online classes
- Continuing Education Credits-training/classes

**INDIAN PREFERENCE:**

In filling this position by initial appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law, Indian Self-Determination and Education Assistance Act (25 ISC 450e(b)), to give absolute preference in selection to candidates who are eligible for Indian Preference also applies. For consideration under Indian Preference, proof is required.

**OTHER:**

This position will be under the direct supervision of the NTC Tribal Services Director. All NTC positions are subject to, and under direct authority, of the NTC Policies and Procedures. NTC is an alcohol and drug-free workplace, and employees are required to submit to alcohol and drug testing. As with all NTC positions, employment is subject to availability of funds.

**APPLICATIONS:**

Applications are available at the Ninilchik Traditional Council office building, 15910 Sterling Hwy., Ninilchik, AK 99639 or online at [www.ninilchiktribe-nsn.gov](http://www.ninilchiktribe-nsn.gov)  
Applicants must submit a complete NTC Application for Employment as well as a personal resume.

**Contact Information:**

**Ninilchik Traditional Council**

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