

CHEYENNE RIVER SIOUX TRIBE
EMERGENCY SHELTER HOME FOR CHILDREN
CHILD CARE WORKER (WEEKDAY/WEEKEND)

DESCRIPTION OF WORK

General Statement of Duties: Performs a variety of child care and household duties.

Supervision Received: Works under the immediate supervisor of the Child Care manager and the general supervision of the Indian Child Welfare Program Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Responsible for the care, safety, and well-being of children placed at the shelter.

Responsible for the daily up-keep and care of the shelter and grounds.

Plans, leads, and participates in activities with the children.

Counsels and provides similar therapeutic services to the children at the Emergency Shelter Home.

Writes and keeps documentation in files, containing intake, discharge summary reports, and other pertinent information on each child placed at the Shelter.

Establishes and maintains communication and working relationships between the various agencies that place children in the Shelter as well as the parents and the public.

Adheres to and implements the Emergency Shelter rules and regulations.

Attends at least forty (40) hours of training annually.

Performs any other job related duties as required by the Supervisor.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Ability to deal effectively with children, parents, and others in a variety of difficult and stressful situations. Ability to perform duties tactfully, firmly, and impartially. Must possess report writing and record keeping skills.

Education: High school diploma or GED equivalent is required.

Experience: Must have experience working with children and/or any equivalent combination of education and experience.

Special Requirements: Confidentiality is of utmost importance, and will be strictly practiced concerning program activities and placements at the Shelter Home. Child Care Workers are required to work holidays and through administrative leave for which Tribal employees get paid time off. Child Care Workers get paid time and a half for Holidays, and accrue compensatory time for working through Administrative Leave.

Alternate workers must be willing to go into work within an hours notice, and also willing to work any shift or day. Alternates must have a telephone.

Candidates will be processed through the South Dakota Central Registry screening for child abuse and neglect. Candidates will also be required to take a TB Test prior to selection for the position. Must have a valid SD drivers license.

Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013_CR.

Revised Date: 10.20.2016