

Santee Sioux Nation

Takoja Tipi Daycare

305 Veterans Memorial Dr.
Niobrara, NE 68760
Ph: 402-857-2346
Fax: 402-857-2340



Vacancy Announcement

Position: Daycare Aide (Full time)
Department: Takoja Tipi Daycare
Supervisor: Daycare Director
Salary: TBD
Opening Date: July 27, 2022
Closing Date: Until Filled

Duties and Responsibilities:

- Assist staff with both and short-range activities in accordance with curriculum objectives, develop mentally appropriate practice and program philosophy;
- Maintain daily open communications with parents;
- Maintain confidentiality;
- Report and suspect abuse to supervisor;
- Arrange a classroom environment in accordance to program goals and philosophy;
- Maintain a safe and healthy environment;
- Inspect and replace damaged or material;
- Attend in service and staff meetings;
- Keep all appropriate records, attendance, and time sheets;
- Meet all applicable licensing regulations;
- Keep accident reports;
- Encourage assistants to contribute to curriculum planning;
- Assist in preparing food for children and serve meals and refreshments to children and regulate rest periods;
- Read to children, and teach them simple painting, drawing, handcrafts, and songs;
- Organize and participate in recreational activities;

- Organize and store toys and materials to ensure order in activity areas;
- Sanitize toys and play equipment;
- Sanitize bottles and prepare formulas;
- Identify signs of emotional or developmental problems in children and bring them to parents or guardians' attention.
- Any other duties assigned by the Director

INDIAN PREFERENCE ACT:

Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming "Indian Preference" **Must submit**, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN'S PREFERENCE:

Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming "Veteran's Preference" **Must submit**, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of an extensive background checks- personal are required to submit to an initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.
2. Retain a valid driver's license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver's license and personal vehicle insurance must be maintained on file with the manager.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.
4. Applicant must have received the Covid-19 Vaccination and able to show proof of vaccination.
5. Applicants must be 18 years of age, and be a good moral character and have a High School Diploma or GED or be making progress toward a GED to be completed within 6 months of hire.

APPLICATION PROCEDURES:

Submit application and resumes to the following address.

Takoja Tipi Daycare
Attention: Carol Brandt, Director
305 N. Veterans Memorial Dr.
Niobrara NE, 68760

(402)857-2346

Carol Brandt

Takoja Tipi Daycare
Santee Sioux Nation

Date