

**Fort Belknap Indian Community  
Fort Belknap Agency  
656 Agency Main Street  
Harlem, MT 59526**

**POSITION:** Child Care Center Manager      **STATUS:** Full Time

**PROGRAM:** Child Care      **SALARY:**

**Department:** General Services      **LOCATION:** Fort Belknap Agency

**Supervision Received:** Incumbent works under the direct supervision of the Child Care Director

**Supervision Exercised:** Incumbent shall supervise all providers of the Fort Belknap Child Care Center.

**General Description of Duties:** The incumbent will be responsible for the operation of the child care center in Fort Belknap and shall at all times ensure the safety, supervision, protection and guidance of the children of this facility. The incumbent must ensure there is sufficient, qualified staff so that the care, wellbeing, health and safety needs of the children are met at all times. The purpose of this is to promote and support the day care needs of our Tribal children and their families in reaching full potential and becoming productive and self-sufficient.

**Essential Duties and Responsibilities:**

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

- The incumbent will be responsible for the day-to-day operation of the child care center.
- The incumbent will be responsible for maintaining a record keeping system that will document the following information: 1) Daily attendance of children from whom care is provided. 2) Master list of names, addresses and phone numbers of children and parents in case of an emergency. 3) If medication is required, must maintain medication administration log and documentation of medication authorization. 4) Any special needs of the child (including allergies, nutrition requirements, written information on each child explaining any special needs of the child. 5) Written authorization of persons allowed to pick up child. 6) Maintain incident and injury reports which will include: date, time and nature of injury or incident, if the incident/injury requires first aid or medical attention, a copy must be made available to the parent. 7) Must keep record of emergency drills conducted.
- The incumbent will be responsible in assisting, setting up and facilitating the training calendar for providers/teachers under his/her supervision
- This position is responsible for maintaining strict confidentiality of client files, data entry and record keeping of provider and client files.

- This position will be responsible for classroom curriculum and language component of the Aaniiih and Nakoda languages.

**Education:**

Incumbent must possess a minimum of a bachelor degree in a field of early childhood or the equivalent of five years of work experience in an early childhood learning environment.

**Qualifications:**

Incumbent must have a completed extensive background investigation filed with the Fort Belknap Human Service Department within the last two (2) years. Must possess a current First Aid/CPR certification. Must have completed all Health and Safety training requirements that meet the statutory and regulatory requirements of the Office of Child Care. Must possess a minimum of sixty (60) hours of personal development training in early education.

**Required knowledge, skills and abilities:**

Must possess computer experience, have the ability to organize and maintain records and files and be knowledgeable in the area of child development.

**Special conditions:**

- Maintain strict confidentiality at all times except when required by law
- Incumbent must possess a valid Montana State driver's license, current vehicle insurance and be eligible at reasonable and ordinary cost for inclusion with the Master Tribal Insurance Plan
- Current Physical and TB Test
- Current First Aid/CPR with Pediatric CPR
- Incumbent will be subject to and must comply with the Fort Belknap Drug/Alcohol Free Workplace and the Drug/Alcohol Testing Policy
- Incumbent will be subject to a background investigation including criminal and work history
- Incumbent must have never been convicted of a felony or two (2) or more misdemeanors of a crime of violence or abuse against persons or children within his/her lifetime
- Incumbent must have had no conviction of any felony/misdemeanor drug offenses in any jurisdiction within one (1) year of application

*Indian Preference Employer as Required by Law.*

**IMMIGRATION PERFORMANCE CONTROL ACT:**

Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

**How to apply:**

Submit an application, resume' and all supporting documentation, by the closing date, to:

Human Resources Department  
Fort Belknap Community Council  
656 Agency Main Street  
Harlem, MT 59526