



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-008  
EDUCATION  
CHILD CARE PROVIDER**

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<b>Position Title:</b>	Child Care Provider	<b>Pay Level:</b>	\$9.01/Hourly - \$13.77/Hourly
<b>Position Open Date:</b>	01/19/2023 – Until Filled	<b>Department:</b>	Education
<b>Position Status:</b>	Full-Time	<b>Classification:</b>	Non-Exempt
<b>Supervisor:</b>	Child Care Coordinator	<b>Location:</b>	Education

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**POSITION SUMMARY:**

Responsible for the general supervision, planning and implementation of individualized, educational program for children, ages 6 months – 7 years old, in a Jemez Language Immersion environment. Maintain a safe, learning environment. Plans and implements daily classroom activities using an age-appropriate, culturally-relevant curriculum.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

High School diploma or General Equivalency Diploma (GED); AND one (1) year of employment work with children; Child Development Associate (CDA) or Associates degree in Early Childhood Education preferred. Must be a Towa speaker.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation  
CPR & First Aide Certification within six (6) months of date of employment  
Blood Borne Pathogens Certification within six (6) months of date of employment  
Food Handlers Certification within six (6) months of date of employment  
Current Physical Examination, TB, and Hepatitis B Series Vaccination on file before beginning work  
Forty-Five (45) Hour Entry Level Course for working with children in a child care or early learning setting

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

Pueblo of Jemez – Human Resources Department  
PO BOX 100 Jemez Pueblo, New Mexico 87024  
Phone: (575) 834-6333  
Fax: (575) 834-0604  
E-mail: [humanresources@jemezpuablo.org](mailto:humanresources@jemezpuablo.org)

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Able to lift and potentially carry a child weighing up to 50 pounds. Able to routinely kneel, bend, crouch and sit on the floor for extended periods of time. Able to stand, walk and sit on child sized chairs throughout the day.

**ESSENTIAL FUNCTIONS:**

- Maintain the standards of the program which will meet the emotional, physical, intellectual, social and developmental needs of the individual child within the group
- Create a role, which is strictly professional by not showing favoritism and being a role model of language, personal habits and social behavior
- Observe and record children's behavior objectively
- Plan specific learning experiences based Jemez Language & Culture Curriculum, Jemez traditional calendar and child rearing practices
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public
- Mandatory reporter of all suspected incidents of child abuse and neglect

**REQUIRED KNOWLEDGE AND SKILLS:**

- Early Childhood Developmental Milestones of children ages 0-7 years of age
- Facilitation of children growth, health and hygiene
- Safe work methods and safety regulations pertaining to the work
- Center operation, federal policies and regulations and parent handbook
- Effective communication skills, both verbal and written
- Knowledge of computers and software
- Understanding and following oral and written directions
- Good organization and problem solving skill
- Establishing and maintaining effective working relationships with those contacted in the course of the work
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

[humanresources@jemezpueblo.org](mailto:humanresources@jemezpueblo.org)

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

[www.JemezPueblo.org](http://www.JemezPueblo.org)

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