

## **EMPLOYMENT OPPORTUNITY**

**HANNAHVILLE INDIAN COMMUNITY**  
**HUMAN RESOURCES DEPARTMENT**  
**N14911 HANNAHVILLE B-1 ROAD**  
**WILSON, MI. 49896**  
*www.hannahville.net/documents*

**Child Care/Early Head Start/Head Start Aide** – One position needed for 40 hours average a week with shifts and days varying. The Aide position assists the Lead Teacher and aides in the running of the classroom and works under general supervision of the Lead Teacher, Director and Assistant Director. The aide will provide care and protection of children ages' birth to 5 to meet their individual needs; assisting children in eating, dressing and daily activities to foster appropriate care and safety; attending staff meetings; completing daily progress reports; carrying out lesson plans/curriculum and daily running of the classroom; reporting any suspected abuse or neglect to the lead teacher or designated person; supervising on the playground; assisting in upkeep of classroom and equipment; ensuring that children are being supervised of at all times; administering responsibility when not supervised; adapting to changes as needed; following program policies; assisting daily in other classrooms and communicating positively with families and staff.

**Qualifications:** High school diploma or equivalent and willing to obtain CDA (Child Development Associate) within two years of hire; one year in an early childhood setting; experience working with parents and children ages 0 – kindergarten; knowledge of the needs and wants of children; ability to fill out daily forms; assist lead teacher with the classroom and works well with parents, children, community and staff; be at the children' level (bending/kneeling), be able to pick children up varying from 0-50+ pounds.

**Wage:** \$10.00 hourly.

**Deadline:** *Tuesday, January 9, 2018 at 4pm EST.*

Submit completed "**Application for Employment**" to the **Human Resources Department**, in the Tribal Administration building or download application and mail original postmarked by due date.