



SELDOVIA VILLAGE TRIBE

Tradition Integrated with Technology

Ch'anik'na Specialist Job Description

Job Title:	Ch'anik'na Specialist	Work Schedule:	Monday – Friday 9 am – 12 pm 1pm – 4:30 pm Lunch from 12pm-1pm 35 Hours/Week
Department:	Social Services		
Reports To:	Shannon Custer		
Supervises:	Ch'anik'na Aides		
FLSA Status:	Non-Exempt		
Classification:	Full-Time / Part-Time / etc.	Location:	Seldovia

Position Overview

The Ch'anik'na Specialist is responsible for the day-to-day supervision in the Ch'anik'na Program and other Ch'anik'na Aides. The Ch'anik'na Specialist develops curriculum, schedules and activities.

Duties and Responsibilities

- Supervises all children ages newborn and up attending Ch'anik'na
- Provide a clean and safe environment for attending children
- Orient parents/guardians in regard to policies and procedures of Ch'anik'na and maintain a positive rapport with all parents/guardians
- Coordinates and conducts an educational daycare curriculum which includes cultural and environmental awareness, teaching traditional Native language, crafts and dance.
- Assists Prevention/Ch'anik'na Program Coordinator in grant administration as needed.
- Complete incident reports as necessary
- Ensure safe play conditions and follow established procedures
- Ensures all snacks are properly covered, labeled and stored
- Ensure all toys and common surfaces are sanitized daily
- Ensure blankets, linens, and common clothing are laundered daily
- Adhere to ICWA regulations, mandatory reporting requirements, and SVT safety protocols
- Actively participate in planned meetings with staff and supervisor
- Other duties as assigned

Specifications

- Must be 18+ years of age
- Annual Tuberculosis (TB) testing required but provided by SVT
- Must have awareness for safety and must be able to recognize and correct hazards
- Must have ability to resolve conflicts
- Must abide by SVT Personnel Policies and Standards of Conduct
- Must undergo FBI Fingerprinting, pre-employment drug screening, and thorough pre-employment background check





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Job Requirements

Education:	Associates Degree or equivalent work experience in related field preferred
Experience:	1+ Years Related Experience, required.
Certifications/Licensure:	<ul style="list-style-type: none"> • First Aid/CPR/AED Training required, provided by SVT • ADEC Food Handler's Card required, provided by SVT
Computer/Equipment Requirements:	<ul style="list-style-type: none"> • Must have basic operating knowledge of a computer (Mac and PC) with basic proficiency in web browsers, Microsoft Word and Excel. • Must be able to operate a multiline phone, fax machine, and copier

Physical Demands

N – Not Applicable: Activity is not applicable to this position

O – Occasionally: Position requires activity up to 33% of the time (0-2.5+ Hrs/Day)

F – Frequently: Position requires activity from 33% - 66% of the time (2.5 – 5.5+ Hrs/Day)

C – Constantly: Position requires activity more than 66% of the time (5.5+ Hrs/Day)

Activity	Demand	Lift / Carry	Demand
Stand	C	10 lbs or Less	C
Walk	C	11 - 20 lbs	F
Sit	O	21 – 50 lbs	O
Climb	O	51 – 100 lbs	N
Crawl	O	Over 100 lbs	N
Squat or Kneel	F		
Bend	F	Push / Pull	Demand
Speak	F	12 lbs or Less	C
Grasp	F	13 – 25 lbs	F
Manually Manipulate	O	26 – 40 lbs	F
Reach Outward/Above	F	41 – 100 lbs	O

Work Environment

Seldovia Village Tribe is a drug-free, alcohol-free, and tobacco-free work environment. An individual in this position may be exposed to communicable diseases or hazards common to a childcare setting, including but not limited to tuberculosis. Work environment may be noisy. Some work outdoors where exposure to natural elements including but not limited to sunlight, rain, wind, and insects may take place.

Review

Seldovia Village Tribe has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended as an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors, directors, and/or CEO may assign additional functions and requirements, when appropriate. This document does not represent a contract of employment, and Seldovia Village Tribe reserves the right to change this job description.

The signatures below acknowledge that this job description was reviewed on the dates noted.

Employee Signature:		Date:	
Supervisor Signature:		Date:	

