

# Human Resources Department

## Santo Domingo Pueblo



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### JOB ANNOUNCEMENT

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**POSITION TITLE: Child Care Receptionist**

**SALARY RANGE: \$16-\$20/Hr.**

**DEPARTMENT: Child Care Development Fund (CCDF)**

**POSITION STATUS: Full-time, Exempt**

**SUPERVISOR: Child Care Director**

**JOB POSTING ID: CCDF-003**

**Open until filled- For best consideration apply by 05/03/2024**

*Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.*

#### **BASIC PURPOSE**

The Child Care Receptionist provides high-level administrative support by answering incoming calls, handling information requests, assisting with enrollment, and assisting with child schedules. Also performs clerical functions such as preparing correspondence, receiving visitors, order supplies, and schedule meetings. May also assist in the classroom and interact with children and their parents on a regular basis. The Receptionist will ultimately provide quality development services for children ages 6 weeks to 13 years of age, in accordance with departmental, federal, and tribal standards, regulations and laws.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

- Acts as the department receptionist and processes and completes various tasks/requests including document preparation, typing, proofreading, and filing.
- Coordinates with child care staff in the preparation of department correspondence to facilitate ongoing communication and efficient departmental operations.
- Opens, sorts, reviews, prioritizes, and forwards all incoming mail, and telephone calls, including faxes, and emails, processing response(s) when appropriate.
- Assists Client Services Coordinator and Child Care Manager with maintaining child records, office supply inventories, and other specific items needed.
- Assists with planning, scheduling, and coordinating of meetings and training with Program Director.
- Prepares Purchase Requisitions, Schedules Debit Card Check Out, Prepares Receipts with Approved to Pay Records for Accounting and Department.
- Compiles monthly or quarterly reports according to predetermined parameters.
- Establishes a nurturing and respectful relationship with all children and parents and provides activities that enhance each child's development especially around Keres Language Learning.
- Utilizes knowledge gained through training and takes precautionary measures to provide for the safety of the children, parents, and other program participants. Contributes to the overall quality of care by promoting a positive and developmentally appropriate environment for all.
- Integrate positive guidance techniques on a regular basis, such as communicating expectations, giving children realistic choices, and redirecting inappropriate behavior.

- Attends trainings, workshops, and conferences to reflect plan and for professional development.
- May perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma/GED Equivalent
- Position requires Pediatric CPR and First Aid Certification, and Food Handlers Certification.
- Must have computer experience.
- Must be willing to obtain a minimum of 12 hours of health and safety training on an annual basis.
- Must be willing to be trained in program regulations and other areas pertinent to job performance, which may require overnight, out of town/out of state travel.
- Keres Speaking preferred.
- **Applicants must be at least 21 years of age.**
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Pueblo's liability insurance requirements and maintain eligibility for insurance.
- Covid-19 vaccination required. Reasonable accommodation considered.

#### **HOW TO APPLY**

Please submit the complete application packet.

- By email: HR@kewa-nsn.us
  - Subject line: **Child Care Receptionist – [Your Name]**
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo Pueblo NM 87052
- Online: <https://santodomingopueblo.isolvedhire.com>
- By fax: (505) 715-4416 Attn: Human Resources
- In person: Human Resources Department, 116 San Ildefonso St, Santo Domingo NM 87052

A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume

**Incomplete application packets may delay or exclude consideration of your application.**