



Quil Ceda Creek
Counseling Company

Employment Opportunity

6330 31st Ave NE Ste 101
Tulalip, WA 98271
Q4C Human Resources: 360-716-2203
www.quilcedacreekcounselingcompany.com

JOB TITLE: Child Watch/Admin Support

PAY RANGE: \$17.09 -\$25.64

DEPARTMENT: Quil Ceda Creek Counseling Company (Q4C)

JOB DESCRIPTION: The Child Care Attendant is responsible for providing safe and enjoyable childcare for children of patients attending Q4C. They must always maintain visual and auditory supervision and are responsible for the safety and wellbeing of each child and maintains a creative and playful atmosphere for all participants. They plan and supervise the activities of children and perform general housekeeping tasks and maintain a clean and safe area. Admin support consists of various administrative duties such as: updating Facebook, obtaining W-9's, inventory, ordering supplies and PO's.

TO APPLY: Complete the web form application located on the Munis Self Service portal:

<https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: www.quilcedacreekcounselingcompany.com/careers or call Q4C HR at 360-716-2203.

NOTE: *The Tulalip Tribes publicly announces that Indian Preference in hiring applies to all job opportunities.*

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Office Manager

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- High School diploma or GED.

SKILLS:

- Must be a minimum of 18 years of age.
- Must be responsible, patient, understanding, and articulate and have energy and physical stamina.
- Skills in the operation of a personal computer and standard office programs and equipment.
- Ability to recognize and react appropriately to illnesses and injuries common to young children.
- Knowledge of basic care principals of infants, toddlers, and pre-school children.
- Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2).
- Applicants must always conduct self ethically and professionally.
- Knowledge of HIPAA and PHI requirements.
- Knowledge of common office and administrative procedures.
- Computer software proficiency, experience using an electronic health record system preferred.
- Mid or advanced-level proficiency with Microsoft Office products (Excel, PowerPoint, Outlook, etc.)
- Skills as a forward-looking thinker, who actively seeks opportunities, and proposes solutions.
- Skills as a team player who enjoys working in a team environment that is mission-driven and results-oriented.
- Ability to multitask in a fast pace work environment.

EXPERIENCE:

- One year or more previous experience working with children in childcare setting.
- One year or more previous experience in a multi-functional office atmosphere required.

OTHER REQUIREMENTS:

- WA State Driver's License and must adhere to the Motor Vehicle Regulation.
- CPR, First Aid certification required.
- BBP (Bloodborne Pathogens) certification required within 90 days of employment.
- Employment is contingent upon successful completion of a pre-employment background check.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any training deemed necessary.
- Employment is contingent upon successful completion of a pre-employment background check.
- Valid and unrestricted Washington State Driver's License.
- HIPAA training upon hire.
- This person must sign an oath of permanent confidentiality covering all patient related information.

- Ability to work in a cross-culture environment and understands the social and cultural context of the patients at the Q4C, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
- Ability to prioritize multiple tasks with frequent interruptions.
- Ability to provide excellent customer service.
- Ability to establish and maintain effective working relationships with patients, staff, and outside agencies.

SPECIFIC JOB PERFORMED:

Specific duties and day-to-day tasks of the Child Watch /Admin Support are prompted by assignments, and by requirements to fulfill responsibilities established by the Supervisor. These duties include, but are not limited to, the following:

- Observes and monitors children's play activities. Maintains a safe play environment.
- Organizes and participates in recreational activities, such as games and group activities.
- Reads to children and teaches them drawing, coloring, and songs.
- Instructs children in health and personal habits, such as eating, resting, and toilet habits.
- Practices patience with childhood behavior and corrects inappropriate behavior.
- Communicates effectively with the children and their parents, as well as with staff and other childcare workers.
- Sanitizes toys and play equipment. Performs basic housekeeping duties.
- Maintains, inventories, orders, collects, and distributes supplies and/or required equipment.
- Fills in for Patient Service Representatives or other non-clinical staff when necessary.
- Assists with ensuring compliance with federal, state and local regulations.
- Maintains a positive attitude and follows directions.
- Munis entries such as: Receipts for the credit card, Requisition's, and PO's.
- Managing Amazon accounts for purchasing requests for anything non-medical.
- Facebook post when needed and managing
- Obtaining W-9 for future vendors and getting tax exempt on those companies.
- Put together items/furniture if needed and assisting hanging up signs/items
- Researching for products or ideas
- Keeping track of monthly deliveries: Stericycle, Cintas and water.
- Adheres to all Q4C Policies.
- Performs other duties as assigned.

TERMS OF EMPLOYMENT:

This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.