

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: PRE-SCHOOL TEACHER ASSISTANT
DEPARTMENT: HUMAN SERVICES
SUPERVISOR: PROJECT COORDINATOR
CLASSIFICATION: PART TIME NON-EXEMPT

POSITION SUMMARY:

Set up for pre-school events, and check school environment.

ESSENTIAL JOB FUNCTIONS:

- Assistant responsible for pre-school group and classes assigned by Pre-school Teacher, which includes: music activities, exercise, reading, coloring and simple craft activities with the help and support of the Pre-school Teacher.
- During pre-school play time-monitor children at play or help give children their morning snack as assigned.
- Education and craft hour: Do assigned activities with children
- Assistant to help with Pre-School clean up, sterilize each toy and put back in its place. Assistant will be working with the other staff members to complete this task
- Prepare for next school day events
- Substitutes during the absence of the Pre-school Teacher

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Part-time position as Pre-School Teacher Assistant for LCTHC Parent/ Pre-School Activities.
- 16 ½ hour week.
- To lead groups and educational classes,
- Assist with pre-school tasks,
- Support pre-school environment.
- Prefer 6 units ECE or experience in pre-school setting
- Graduate of HS or GED.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 5% of time is spent working at a desk. Balance of time (approximately 95%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication. Work is performed in an office/preschool environment and outside with exposure to different weather conditions; continuous contact with other staff, children and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC.

Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date

Board Approved – November 2014