



# ROCKY BOY HEALTH CENTER

# INTERNAL EMPLOYMENT ANNOUNCEMENT

**POSITION:** CHILDCARE PROVIDER  
**SUPERVISOR:** CHILDCARE MANAGER  
**CLASSIFICATION:** REGULAR, FULL-TIME  
**OPENING DATE:** DECEMBER 4, 2024

**DEPARTMENT:** CHILDCARE CENTER  
**STARTING SALARY:** HS/EQUIV: \$17.00  
*(RISES BASED UPON EXPERIENCE/EDUCATION)*  
**CLOSING DATE:** DECEMBER 23, 2024

## POSITION SUMMARY:

The Childcare Provider is responsible for ensuring a safe, nurturing, and stimulating environment for children under their care. This position involves overseeing daily activities, maintaining a clean and organized space, and fostering developmental milestones through structured and creative play. The childcare provider works closely with parents and guardians to ensure a collaborative approach to each child’s growth and well-being.

## MAJOR DUTIES:

- Design and implement culturally appropriate programs and activities.
- Support children in developing key skills and track their progress over time.
- Establish and uphold behavior guidelines within the classroom setting.
- Provide classroom materials and resources to enhance learning and play.
- Follow the policies and procedures outlined by Rocky Boy Health Center.
- Build and maintain positive relationships with children and parents, ensuring open and effective communication with families.
- Lead and facilitate activities such as storytelling, games, and songs to promote engagement and learning.
- Provide care for children, including setting schedules and routines, grooming, feeding, diaper changing, and maintaining a clean and safe environment.
- Ensure each child’s hygiene needs are met through regular diaper changes, bathroom assistance, and handwashing before and after meals, completing the daily diaper log as required.
- Perform additional duties as assigned by the Childcare Supervisor.

*THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.*

## MINIMUM QUALIFICATIONS:

*APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.*

- High School Diploma or Equivalent

## APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:

- Resume or Curriculum Vitae
- Letter of interest/Cover letter

*ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED.*

*ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.*

## SUBMIT APPLICATION:



In Person

Rocky Boy Health Center Human Resources Office  
 6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

[rbhchr@rbclinic.org](mailto:rbhchr@rbclinic.org)



Online

<https://www.rbclinic.org/employment>

## APPROVED FOR ADVERTISEMENT:

DocuSigned by:

*Joel Rosette*

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Joel Rosette, Chief Executive Office