# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | DSS05720444 | DATE POSTED: | 01/13/21 |
| POSITION NO: | 244186 | CLOSING DATE: | 01/27/21 |
| POSITION TITLE: | **Child Development Aide** | | |
| DEPARTMENT NAME / WORKSITE: | NDSS/Department of Child Care and Development/Chinle Regional CCC/Rough Rock, AZ | | |

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| WORK DAYS: | Monday thru Friday | REGULAR FULL TIME: | ☑ | | | GRADE/STEP: | BJ55A |
| WORK HOURS: | 8:00 am to 5:00 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | | $ 20,629.44 | PER ANNUM |
| SENSITIVE | ☑ | SEASONAL: | ☐ | DURATION : | | $ 9.88 | PER HOUR |
| NON-SENSITIVE | ☐ | TEMPORARY: | ☐ | | | | |

**DUTIES AND RESPONSIBILITIES:**

Assists with attending to children's basic needs to stimulate the children's physical, emotional, intellectual, and social growth; ex: arts & craft activities, reading to the children, physical activities, organize play, story telling to children to explore their interests activities to promote talents and independence, build self-confidence, language development and enabling children to learn how to behave with others. Assist with daily routine activities, ex: health checks, diaper changing, feeding the children, hand washing; contact with parents, maintain accurate sign in & out sheets for each child, potty training; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots clean and sanitized.

Assists in recording and maintaining health and attendance records; all other necessary information to complete and maintain children's folder; accident reports, documentation of all emergency actions. Performs routine clerical tasks including typing, filing and copying documents; maintaining children and staff attendance, children's records. Sets up educational equipment or assists in the preparation of materials for Child Development Workers to conduct activities to promote and/or enhance positive development of the children in child care.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and one (1) year of work experience in child care setting; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Within 90 Days of Employment obtain Food Handler's Permit, 1st Aid/AED/CPR Training and the Navajo Nation Tribal Vehicle Operator's Permit. Knowledgeable of principles and practices of early childhood development and care. Knowledgeable of applicable rules, regulations, policies and procedures related to child care. Knowledgeable of Navajo traditional cultures and beliefs. Knowledgeable of the developmental growth of children and educational activities. Knowledgeable of standard office practices, procedures and equipment. Skilled in nurturing, motivating, teaching and guiding children. Skilled in displaying mature, patient and understanding behavior. Skilled in coordinating activities for children such as music, art, drama and storytelling. Skilled in applying Navajo traditional cultures and beliefs to child care and developmental activities. Skilled in maintaining, communicating and filing accurate records related to childhood development.

***THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.***