THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0577510** | Date Posted: 02/11/13

POSITION NO: 241901 | Closing Date: 02/25/13

CLASS CODE: 3631

POSITION TITLE: **Child Development Worker**

DEPARTMENT NAME: DSS - Child Care & Development Fund

DEPARTMENT NO: 57 | WORKSITE LOCATION: Pinon, Arizona

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 7:00 am - 6:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R59A

SALARY:
$ 24,752.00 Per Annum
$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

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. Performs 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.

Keeping records 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 conduct activities to promote and/or enhance positive development of the children in child care.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; a certificate of Applied Science in Education, Early Childhood Development or related field; and

Experience:

two (2) year of experience in childcare setting or an equivalent combination of education training, and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Must like children, ability to work with children age 0 to 11 years old, lift and carry infant/toddlers; must participate in children's physical and developmental activities.

License/Certification Requirements:

Must pass a background investiation and a physical examination prior to appointment and must obtain within 90 days of employment a food handlers permit and a CPR certificate. Position requires background and relevancy assessment prior to employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***