THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0576145** Date Posted: **02/13/12**

POSITION NO: 936898 Closing Date: **02/27/12**

CLASS CODE: 3630

POSITION TITLE: **Senior Child Development Worker**

DEPARTMENT NAME: **DSS - Child Care Development Fund Program**

DEPARTMENT NO: 57 WORKSITE LOCATION: Fort Defiance, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: Monday - Friday Permanent: ☑ SALARY:

Hours: 7:00 am - 6:00 pm Temporary: ☐ Duration: $ 26,956.80 Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 $ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Develop and implement age appropriate educational activities for group of children, to explore their interests, activities that will stimulate the children's physical, emotional, intellectual and social growth. Ensure the maintenance of a safe and comfortable environment for employees and children by monitoring; children are supervised at all times and provided age appropriate program of positive growth and developmental activities, example: Reading, organized play, arts and craft. The indoor and outdoor environment are maintained in accordance to the guidelines by the office of environmental health standard. Monitor and assures applications for child care services at the center-based facilities are complete, ex: approve/disapprove enrollment applications; conduct parent orientations, schedule and conduct parent meeting and/or trainings; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots clean and sanitized.

Upon delegation of authority, individual will provide supervision to the direct child care service workers and coordinating direct service activities; review and coordinate direct child care workers work attendances, and performance including absence from work; compile or review required reports, etc; assure all required employee records are on file; Physical Examination, Food Handlers, CPR, First Aid; review menu plan, lesson plans, work schedule, and etc; assure all required records are on file for the children; ex: authorized adult sign in/out listing, immunization records, Child Care Certificates and Contracts are up dated in the classroom.

Monitor and assures applications for child care services at the center-based facilities are complete, ex: approve/disapprove enrollment applications; conduct parent orientations, schedule and conduct parent meeting and/or trainings. Maintains records of each child's progress and all other incidents and discusses development with parents.

QUALIFICATION REQUIREMENTS:

Education and Training:

Associate's Degree in Child Development or Early Childhood Education or at least have taken some college courses in Early Childhood Development or Early Childhood Education.

Experience:

Two years of work experience in childcare setting or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties and to provide a safe/healthy environment. Additional certifications may be required. **(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 possess a CDA credential. Must obtain background investigation, fringerprinting and physical exam.

License/Certification Requirements:

Must obtain within 90 days a Food Handlers Permit, First Aid, CPR Certificate and Fire Safety Training.

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***