THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DODE04413444** DATE POSTED: **03/14/17**

POSITION NO: **935604** CLOSING DATE: **OUF**

POSITION TITLE: **Developmental Specialist**

DEPARTMENT NAME / WORKSITE: **DODE/Office of Special Education & Rehabilitation Services / Gallup, NM**

WORK DAYS: Mon-Fri

WORK HOURS: 8am-5pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB64A

$ 40,414.40 PER ANNUM

$ 19.43 PER HOUR

DUTIES AND RESPONSIBILITIES:

Coordinates and conducts trans-disciplinary developmental evaluation, prepares written summary of findings; reviews and assures accuracy of eligibility determination of medical, developmental, family history and related information; collaborates with the Indian Heath Services, Medicaid, Behavioral Health, Social Services, Head Start and other federal, state and tribal programs; conducts appropriate eligibility determinations; facilitates the development of Individual Family Services Plan (IFSP) for services to children with disabilities and their families based on needs identified by team assessment evaluations and diagnosis, facilitates communication with families for the duration of services to assure that child/family's needs are met; maintains continuous communication with other team members including but not limited to physicians, participating agencies and other service providers, completes Early Childhood Outcomes Summary Form. Collects child count information by assuring that the child count data is accurate for submittal to the Bureau of Indian Education (BIE); prepares required reports; facilitates and coordinates all aspects of early intervention process in accordance with applicable federal, state and tribal regulations, policies and procedures; assures that referral packets have required family priorities, resources, interests and concerns documented in the IFSP planning process; provides on-going early intervention services to eligible Navajo children pursuant to IFSP; conducts child find and public awareness activities by developing a consistent plan to assure that Navajo children are identified early; assures that child find activities are provided in a culturally sensitive manner and within the context of the Navajo language; identifies children to ensure that the infant/child population on the Navajo Nation are provided services under an IFSP using the national benchmarks. Assures confidentiality of child's record and that record contain child's current levels of development, developmental screenings/checklist and other documents as required by applicable federal, state and tribal standards, policies and procedures; assists families in locating and accessing needed services; establishes relationship with child and family which support a working partnership in accomplishing IFSP goals; facilitates collaboration with parents, teachers and other professional staff through regular contact, documents meetings, integrates appropriate therapy, social emotional and cognitive goals and objectives into on-going services; facilitates smooth and timely transition for child and family into program placement and exit forms; attends program placement meetings to support family; provides recommendations; provides feedback concerning child's strengths and needs; provides relationship based services which are family-centered. Provides technical expertise regarding assigned functions.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Early Childhood Education, Special Education, Education, Social Work or closely related field; and one (1) year of work experience providing early intervention services; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license. Cardiopulmonary Resuscitation (CPR) certification and First Aide certification.
- Incumbent must obtain a Developmental Specialist II Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(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:

Ability to communicate and translate effectively in Navajo and English. Have knowledge of the early intervention process as well as the Individual Disabilities Education Act (IDEA), Part C, NM FIT Service Coordination Modules, annual continuing education, and the Navajo Nation program policies and procedures.

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