

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04417538
 POSITION NO: 244376
 POSITION TITLE: _____

DATE POSTED: 03/29/19
 CLOSING DATE: 04/18/2019 5:00pm

Developmental Specialist

DEPARTMENT NAME / WORKSITE: Office of Special Education & Rehabilitation Services / Dine Education / Window Rock, AZ

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR64A</u>	
WORK HOURS: <u>8am-5pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>41,641.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____	\$ <u>20.02</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Serves as Developmental Specialist for the Navajo Nation Project LAUNCH program and works cooperatively with the team as a core team member under the grant. Staffs the “Call Center,” and provide support to Navajo children and families by providing screening, referral, care coordination, programmatic and child centered consultation, and community outreach and education for both families, primary care and early care and education providers using teaching methods and strategies that are specific to each child. Incorporates strategies that are tailored to each parent, grandparent or care giver providing care for the child. Implements a coordinated system of using the adapted “Help Me Grow” model to assist families and providers utilizing the “call center” services. Will provide outreach to primary care providers to foster relationships and warm hand offs for families needing social and emotional screening and/or referral for behavioral or mental health services. Promote and strengthen cooperation and coordination among various programs that serve young children and families in Navajo communities by working with Head Start, child care programs, pediatricians, Indian Health Services, and Gallup elementary schools to provide programmatic Developmental Specialist. Prepares plans with families that promotes effective early childhood services designed to equip parents of healthy parenting techniques that lead to Social and Emotional health in young children by: (1) reducing problematic behavior in young children; (2) increasing young children's social skills; (3) decreasing expulsions from early care and education settings; (4) building behavior and classroom management skills of early care and education providers, (5) enhancing parent ability to manage problem behaviors; and (6) reducing turnover in early care and education staff. Assists parents in creating games and other engaging educational tools that helps parents make significant connections to early childhood growth stages. Builds strong connection with parents and children and create a safe and nurturing environment to faster learning. Accurately administers the Ages and Stages Questionnaire (ASQ) and ASQ-Social and Emotional screening tools to track children's developmental gains. Assists parents to understand their child's development and parenting practices that improve social and emotional health. Accurately implements parent/caregiver screenings for various health concerns including adverse childhood experiences, maternal depression, domestic violence, and alcohol tobacco and other drug use. Assists parents in access multiple resources for health related and/or social services as needed. Conducts child find and public awareness by developing a comprehensive plan to assure that Navajo children are identified early, assures that child find activities are provided in a culturally sensitive and within the context of the Navajo language. Identifies children who are at risk for behavioral or mental health issues. Assure that family records are maintained by the program are confidential, has child's current level of development, developmental screenings, developmental checklist and other documents required by the Parents As Teachers curriculum and Navajo Nation data requirements. Prepares reports as required by the program, Navajo Nation and grant funding requirements.

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.
- Possess a valid state driver's license, Cardiopulmonary Resuscitation (CPR) certification and First Aide certification.

(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:

Knowledge of the theories, principles, practices and techniques of early intervention services, applicable federal, state and local laws, rules, regulations, policies and procedures, practices and techniques of conducting trans-disciplinary developmental evaluations, Navajo culture, tradition and philosophies, program networking and management information systems, community agencies and services provided. Skilled in interpersonal communications and dealing with people, interpreting, explaining and applying applicable laws, regulations and procedures, communicating effectively in the Navajo and English languages. Ability to work independently, set priorities, plan, organize and implement activities, to address public and professional groups, to solve unexpected problems as they arise while considering child/family needs/capabilities, to follow verbal and written instructions, communicate effectively orally and in writing.

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