

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05715119
POSITION NO: 240724
POSITION TITLE: _____

DATE POSTED: 04/05/18
CLOSING DATE: 04/18/18

DEPARTMENT NAME / WORKSITE: DSS / Child Care & Development Fund Program / Crownpoint, NM

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI55A</u>
WORK HOURS: <u>8:00am-5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>19,073.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>9.17</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Assists with attending to children's basic needs to stimulate the children's physical, emotional, intellectual, and social growth; i.e. 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, i.e. 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. Able to work alternative shifts (early mornings or early evenings).

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:

Must like children, ability to work with children age 0 to 13 years old, lift and carry infant/toddlers; must participate in children's physical and developmental abilities. Must be able to lift supplies or equipment of more than 25lbs. Frequently have to bend, twist, turn, grasp, squat down and run.

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