

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS05715123 DATE POSTED: 04/05/18  
POSITION NO: 243969 CLOSING DATE: 04/18/18  
POSITION TITLE: Child Development Worker  
DEPARTMENT NAME / WORKSITE: Division of Social Services / Child Care & Development Fund Program / Tuba City, AZ  
WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: A159A  
WORK HOURS: 8:00am-5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 26,936.00 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 12.95 PER HOUR  
NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

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. Performs 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.

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, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by coursework in Early Childhood Education in pursuit of an Applied Science in Early Childhood Development or related field; and two (2) years of work experience in a child care setting; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- A physical examination.
- Possess a valid state driver's license.
- Possess a Food Handler's Permit.

*(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.***