

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

REQUISITION NO: DSS05715124

DATE POSTED: 04/05/18

POSITION NO: 243968

CLOSING DATE: 04/18/18

POSITION TITLE: Senior Child Development Worker

DEPARTMENT NAME / WORKSITE: Division of Social Services / Child Care & Development Fund Program / Tuba City, Arizona

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: A160A

WORK HOURS: 8:00am-5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 29,307.20 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.09 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general direction, performs work of moderate difficulty in overseeing the provision of general child care, nurturing, teaching, and developmental activities for infants and young children in a child care center or preschool setting. Attends to children's basic needs by organizing and providing activities that stimulate the children's physical, emotional, cognitive and social development, assists children in exploring their interests and development of their talents and independence, builds self-confidence, language development and the learning of social skills; ensures the maintenance of a safe and comfortable environment for infants and young children; supervises children in the classroom, playground, or cafeteria.

Prepares daily and long term schedules for activities and ensures the comprehensive child development program to include active and rest periods; greets children as they arrive; conducts informal teaching to include small group lessons, one-on-one instruction, and educational play activities; introduces scientific and mathematical concepts through play activities; maintains records of each child's progress and discusses development needs with parent(s), provides nutritious meals and snacks; guides children in healthy eating habits and personal hygiene; identifies children who show signs of emotional/developmental delays and discusses situations with supervisors and/or parents; participates in parent-teacher conferences; training, planning activities and meetings; coordinates activities and services within the program and between various departments, private agencies, and the general public; leads, trains, and coordinates the activities of subordinate staff; performs related work, as assigned by supervisor.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; supplemented by one (1) year of Child Development Aide; and two (2) years of work experience in a childcare 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:**

Knowledge of the fundamentals of early childhood development and care; knowledge of the policies and procedures governing child development and/or early childhood pertaining to child care; awareness of Navajo traditional cultures and beliefs; and knowledge of standard office practices, procedures, and equipment. Skills in nurturing, motivating, teaching, and guiding children; displaying mature, patient, and understanding behavior among the children; coordinating activities for children such as music, art, drama, and storytelling; maintaining, communicating, and filing accurate records related to childhood development; and skills in supervising staff, and maintaining an open communication and effective working relationships.

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