

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE70110043 DATE POSTED: 05/04/15
POSITION NO: 242772 CLOSING DATE: 05/15/15
POSITION TITLE: HEAD START HEALTH & NUTRITION SPECIALIST
DEPARTMENT NAME / WORKSITE: Navajo Head Start - Window Rock, AZ
WORK DAYS: Mon. - Fri. REGULAR FULL TIME: GRADE/STEP: AD65A
WORK HOURS: 8 AM - 5 PM PART TIME: NO. OF HRS./WK.: _____ \$ 46,217.60 PER ANNUM
SEASONAL: DURATION : _____ \$ 22.22 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Plans, organizes, direct and supervises a broad range of health and nutrition services for Head Start and Early Head Start children, families, and staff; ensures that program is in compliance with the Head Start Performance Standards, Family Education Privacy Act and other pertinent tribal, state and federal regulations and guidelines; establishes program goals, objectives and priorities for content areas; responsible for documenting program activities and services for all content areas; develops and implements overall health and nutrition strategic plans consisting of a monitoring component of children's health and nutrition requirements; in collaboration with managers develops and maintains policies and procedures in areas of health and nutrition; organizes and conducts team performance reviews; provides continuous monitoring of all health and nutrition service to improve areas of deficiency as identified in program audits report.

Monitors mandated health screenings and program evaluations utilizing the Child Plus database; analyzes and interprets child data to identify children with specific health problems such as overweight and anemia and to improve program effectiveness; engages in planning and conducting research; conducts self and community assessments; identifies, recognizes and assesses the health and nutrition needs of enrolled children through health screenings and/or classroom observations, compiling information/data on discussions with family and center staff regarding the child's health and nutrition needs; works with professional or nutrition specialist in the development of specific nutritional needs and follow up plan; works with local resources on supplemental nutritional programs; provides information, referral and works with local resource on supplemental nutritional programs; provides information, referral and works with local resources on supplemental nutritional programs; provides information, referral and coordinates efforts to link staff and families to appropriate community resources; informs parents of available health resources; assists parents in gaining access to care/services; oversees appropriate referrals for diagnostic examination; promotes good healthy growth and development of children.

Maintains internal control mechanisms for program accountability and transparency; supervises, assigns and reviews work of staff; conducts performance appraisals; takes appropriate action when necessary; interprets policies and procedures, rules, regulations and directives; conducts health education and health care services in collaboration with state and county public health, Indian Health Services, primary health providers, occupational safety and health, environmental health, Navajo Nation Health Services and tribal, state and federal entities and public safety personnel; designs, develops and provides training to staff, parents and community partners; participates in meetings and strategy sessions to stay informed of priorities, raise issues and provide feedback; researches areas for best practices and system improvements; prepares, interprets and analyzes program student data for purposes of evaluating and measuring educational program services and compliance; attends meetings, training and professional development activities; may perform special projects as assigned by the Assistant Superintendent.

Minimum Qualifications:

- A Bachelor's degree in Early Childhood, Health and/or Nutrition or a closely related field; and five (5) years of work experience in early childhood, grants and program management, two (2) years of which must have been in a supervisory capacity.

Preferred Qualifications:

- A Master's degree in Early Childhood, Health and/or Nutrition or a closely related field.

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:

Knowledge of the principles and practices of educational administration and processes; knowledge of Navajo Nation, Head Start Performance Standards, federal, state, and local laws, codes, regulation and guidelines governing aspects of tribal operations relative to program.

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