THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DODE04413891** DATE POSTED: **06/05/17**

POSITION NO: **243923** CLOSING DATE: **OUF**

POSITION TITLE: **Parent Educator (S)**

DEPARTMENT NAME / WORKSITE: **DODE/Office of Special Education and Rehabilitation Services / Gallup, NM**

WORK DAYS: Monday-Friday

WORK HOURS: 8am-5pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB59A

$ 26,270.40 PER ANNUM

$ 12.63 PER HOUR

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty in providing home visitation services through the implementation of high quality, evidence-based Parents As Teachers (PAT) curriculum. Coordinated system that support the development of healthy, happy and successful children with disabilities and their families that has the capacity to provide infrastructure and support to assure high-quality, evidence-based home visiting strategies and expansion through the utilization of the Parents as Teacher curriculum to program fidelity; performs related work as assigned. Implements a coordinated system of early childhood home visiting; maintains a caseload of early childhood services; prepares plans w1th families that promote early childhood services designed to teach parents healthy parenting techniques that lead to gains in health and education indicators; assists parents in creating games and other engaging educational tools that help parents make significant connections to early childhood growth stages; builds strong connection with parents and children; creates a safe and nurturing environment to faster learning. Conducts child find and public awareness by developing a comprehensive plan to ensure 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; promotes and strengthens cooperation and coordination among various programs that serve pregnant women, expectant fathers, young children and families in Navajo communities (including Head Start, child care, Indian Health Services and Indian Child Welfare) and result in high-quality, comprehensive early childhood systems in every community. Administers the Ages and Stages Questionnaire (ASQ) and ASQ-Social and Emotional screening tools to track children's development and developmental gains; implements parent caregiver screenings for various health concerns including adverse childhood experiences, maternal depression, domestic violence, alcohol, tobacco and other drug use; assists parents in accessing multiple resources for health related and/or social services as needed. Assures that family records are maintained by the program are kept confidential and include the child's current level of development, developmental screenings, developmental checklist and other documents required by the Parents As Teachers curriculum and the Navajo Nation data requirements: prepares reports as required by the program, Nation and grant funding requirements.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's of Art degree in Early Childhood or a closely related field; and one (1) year of experience in working with young children and families; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- 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 federal, stale and Navajo Nation rules, regulations, standards, policies and procedures related to child care and pre-schools. Knowledge of the principles and practices of child development and early childhood education. Knowledge of the principles of child health, safety and nutrition. Knowledge of the principles of adult learning and family dynamics. Knowledge of community resources available for families. Knowledge of the Navajo culture and traditions. Skill in maintaining confidential records. Skill in establishing and maintains effective working relationships. Ability to interpret and comply with applicable rules, regulations and policies. Ability to plan, organize and coordinate lesson plans. Ability to nurture, motivate, teacher and influence children.

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