THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0577891** Date Posted: **06/17/13**

POSITION NO: 936786 Closing Date: **06/28/13**

CLASS CODE: 3632

POSITION TITLE: **Child Development Aide**

DEPARTMENT NAME: Division of Social Services/Child Care & Development Fund Program

DEPARTMENT NO: 57 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R55A

Hours: 7:30am-5:30pm Temporary: ☐ Duration: $ 17,555.20 Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 $ 8.44 Per Hour

DUTIES AND RESPONSIBILITIES:

NURTURING: Assists with attending to children's basic needs and necessities, has the ability to stimulate the children's physical, emotional, intellectual and social growth; assists with helping children explore their interests, develop their talents and independence; build self-confidence, language development and enabling them to learn to socialize with others; assists with supervising children in the classroom, cafeteria, playground and field trips; records progress, sets up equipment or assists in the preparation of materials for instructions. *TEACHING: Tutors and assists children in learning instructional class materials; assists in recording and maintaining health and attendance records; performs routine clerical tasks including typing, filing and copying documents; inventories and stocks supplies; maintains and operates classroom equipment; assists with special projects and the preparation of exhibits; will instruct children, under the direction and guidance of the Child Development Worker and Staff Members. *MEETINGS/TRAININGS: Attends staff meetings, parent meetings, and other meetings related to the organization; attends trainings, conferences, workshops related to job position and organization; local and out of town travel. Ability to comprehend and meet Provider Health and Safety requirement, codes and regulations. Work and classroom schedule, and age group assignment varies based on the needs of the children and families served.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED;

Experience:

And one (1) year of experience in a child care setting; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Additional certifications may be required. ***(In order to receive full credit for education, certification, or licensure, transcript, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.")***

Special Knowledge, Skills and Abilities:

Knowledge of the following: principles and practices of early childhood development and care, applicable rules, regulations, policies and procedures related to child care, Navajo traditional cultures and beliefs, developmental growth of children and educational activities and knowledge of office telephone etiquette; Skills in the following: nurturing, motivating, teaching and guiding children, displaying mature, patient and promoting socialization, skill in reading, spelling, simple arithmetic, basic filing, record keeping, operation of variety of machines including personal computer, telephones, opaque, and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with fellow employees and the general public.

License/Certification Requirements:

Position requires a background check and relevancy assessment prior to employment. Valid driver's license; no DWI in the last 3 years (Tribal and State); original State Driving Record required at applicant's own expense; original Criminal/Traffic Record required from Navajo Department of Law Enforcement, Toyei, AZ, at applicant's own expense; National Criminal Background and Fingerprinting Check required at applicant's own expense; Food Handlers' Permit; CPR certificate; First Aide certificate within 90 days; complete Physical Exam and TB Skin Test before employment.

VETERNS PREFERENCE APPLIES.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***