THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE77015679 DATE POSTED: 06/21/18
POSITION NO: 243396 CLOSING DATE: 08/03/18
POSITION TITLE: Head Start Mental Health and Disabilities Liaison
DEPARTMENT NAME / WORKSITE: NAVAJO HEAD START / CROWNPOINT, NM
WORK DAYS: Monday - Friday REGULAR FULL TIME: ☐ GRADE/STEP: AP63A
WORK HOURS: 40 hrs. / week PART TIME: ☐ NO. OF HRS./WK.: $ 34,337.60 PER ANNUM
SENSITIVE ☑ SEASONAL: ☑ DURATION : $ 19.51 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Works as Liaison by coordinating with Head Start Center Staff, Health Providers, and Family Service Staff by completing referrals; meets with local school districts, Mental Health Consultants and/or service providers and other Early Intervention Agencies to screen, identify, and refer children with potential special needs. Liaison ensures special needs children receive extra support and inclusion by setting up Behavior Intervention and Support Plan as according to Navajo Head Start Policy and Federal Laws pertaining to services identified for special needs children. Liaison's responsibilities include: completing accurate information, electronic data entry and maintenance, reports, and tracking of progress using Individual Education Plan (IEP), Individual Family Service Plans (IFSP) and the Student/Family database system to monitor mental health/disability services. Participates in Navajo Nation wide student recruitment and Child Find activities to ensure communities and families are informed and program is accessible by distributing updates, reports, flyers, and program information to child base entities: schools, programs, hospitals, churches, daycare, and homes, including child specialists, professionals, doctors, and etc. Strong interpersonal and communication skills is necessary to establish effective relationships and network. Proficiency in computer skills, writing, and case management to plan, coordinate, track and establish case management of Early Childhood Social-Emotional development and to utilize certain disability services to enhance, promote, correct, and/or support individual student progress; administer monitoring of Suspected Child Abuse & Neglect (SCAN) cases.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
- An Associate's degree in Health, Human Services, Early Childhood, Social Services, Psychology or related field; and one (1) year working with children and families in providing human services or related services.

Special Requirements:
- Possess a valid Driver's License.
- A favorable background investigation.

(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: Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; child development, as applicable to the age of children to be served, in all domains represented on the Head Start Child Development and Early Learning Framework; educational concepts, principles, theories and applicable; early childhood assessment and educational activities based on current and relevant research; health and safety practices applicable to the age of children to be served. Ability to: nurture, motivate, teacher and influence children 3 to 5 years of age; work extended and flexible work hours; understand and communicate in the Navajo and English language. Incumbent must abide by program standards of conduct.

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