THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0577980** | Date Posted: **07/01/13**

POSITION NO: 936807 | Closing Date: **07/15/13**

CLASS CODE: 3631

POSITION TITLE: **Child Development Worker**

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

DEPARTMENT NO: 57 | WORKSITE LOCATION: St. Michaels, Arizona

WORKS DAYS/HOURS:

Days: Monday to Friday

Hours: 7:30 am - 5:30 pm

POSITION TYPE:

Permanent: ☑

Temporary: ☐

Part-Time: ☐

Duration:

No. of Hrs/Wk: 40

GRADE: R59A

SALARY:

$ 24,752.00 Per Annum

$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Attends to children's basic needs by organizing and providing activities that stimulate the children's physical, emotional, intellectual and social growth; assist children to explore their interests, develop their talents and independence, build self-confidence, language development and learn how to behave with others; ensures the maintenance of a safe and comfortable environment for infants and young children; supervises children in the classroom, cafeteria, schoolyard or on field trips. Prepares daily and long term schedule of activities and ensures a comprehensive child development program 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 with parents; conducts health assessments; records health and attendance information. Serves nutritious meals and snacks; guides children in healthy eating habits and personal hygiene; indentifies children who show signs of emotional/developmental problems and discusses situations with supervisors and/or parents; participates in parent- teacher conferences, training, planning activities and meetings; coordinates activities and services between various departments, private agencies and the public.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; a Certificate of Applied Science Education, Early Childhood Development or related field;

Experience:

And two (2) years of work experience in a childcare setting; or an equivalent combination of education, training, and experience which to provides the capabilities to perform the described duties. **(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 adn 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 suitability 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 reqiured 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***