

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOE7292137  
POSITION NO: 942912  
CLASS CODE: 3647

Date Posted: 07/06/10  
Closing Date: 08/16/10

POSITION TITLE: Head Start Home Visitor \*\*  
DEPARTMENT NAME: Navajo Head Start  
DEPARTMENT NO: 729 WORKSITE LOCATION: Pinon, AZ  
WORK DAYS/HOURS: POSITION TYPE: GRADE: P580A  
Days: M - F Permanent:   
Hours: 8 am - 5 pm Temporary:  Duration: 9 months \$ \_\_\_\_\_ Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 10.87 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty in providing early childhood education techniques to parents, guardians and families of children three to five years old enrolled in the Head Start Home base program; educates the parents or guardians of enrolled children to provide home teaching activities that stimulate social interaction, intellectual skills, language and physical development, personal hygiene, and nutritional eating habits; provides methods and materials to teach children to speak the Navajo language and provide cultural awareness; assist the parents in preparing, implementing and evaluating lesson plans; provides feedback and recommendations on child observation, development, and progress; conducts parent/teacher conferences; coordinates activities with other resource programs; arranges and/or provides transportation for field trips and socialization activities; submit monthly reports; attend meetings and work sessions; assist in recruitment and enrollment of eligible children; provide information to parents concerning child education and development; ensure compliance with tribal, state and federal laws and regulations.

**MINIMUM QUALIFICATIONS:**

A high school diploma or GED; and one (1) year of preschool or structured child care experience; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.  
*(To receive full credit for education/training, applicant must submit copies of diplomas, degrees, transcripts, certificates, permits, etc.)*

**KNOWLEDGE AND SKILLS:**

Knowledge of federal, state and Navajo Nation regulations, policies and procedures related to preschool instruction, Head Start programs and childcare; knowledge of early childhood teaching methods and practices; knowledge of early childhood development and education; knowledge of Navajo culture and its influence on the daily lives of children and families; skill in planning and providing educational activities to children three to five years old; skill in working with parents and/or guardians in providing and meeting children's needs; skill in utilizing customer service techniques when working with families and community resources.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work requires lifting up to 50 pounds, bending, stooping, sitting on the floor and actively participating in children's activities; constant exposure to children and their sicknesses or diseases; extensive travel throughout assigned area in all types of road and weather conditions.

**LICENSE / CERTIFICATION REQUIREMENTS:**

Must pass a criminal background investigation (fingerprinting and assessment) and a physical examination with tuberculosis (TB) clearance prior to employment; possess a valid state driver's license. Within 90 days of employment must obtain a First Aid Certificate, a CPR Certificate and a NN Vehicle Operator's Permit. Within one (1) year of employment must obtain a Parent As Teachers (PAT) Certification. Some positions may require a CDL.

**\*\*UNION POSITION**

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 9/18/2006*