THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05724224
DATE POSTED: 07/07/22
POSITION NO: 936798
CLOSING DATE: 08/03/2022 by 5 pm
POSITION TITLE: Child Development Worker (2 Positions)

DEPARTMENT NAME / WORKSITE: NDSS/Department of Child Care and Development/Tuba City Regional CCCs/Leupp, AZ

WORK DAYS: Monday thru Friday
REGULAR FULL TIME: ☐
GRADE/STEP: BQ59A

WORK HOURS: 8:00 am to 5:00 pm
PART TIME: ☐ NO. OF HRS./WK.: __________ $ 30,004.56 PER ANNUM

SENSITIVE ☐ SEASONAL: ☐ DURATION: $ 14.37 PER HOUR
NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Attending to children's basic needs to stimulate the children's physical, emotional, intellectual, and social growth; ex: arts & craft activities, reading to the children, physical activities, organize play, story telling to children to explore their interests activities to promote talents and independence, build self-confidence, language development and enabling children to learn how to behave with others. Performs daily routine activities, ex: health checks, diaper changing, feeding the children, hand washing; contact with parents, maintain accurate sign in & out sheets for each child, putty training; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots clean and sanitized.

Keeping records and maintaining health and attendance records; all other necessary information to complete and maintain children's folder; accident reports, documentation of all emergency actions. Performs routine clerical tasks including typing, filing and copying documents; maintaining children and staff attendance, children's records. Sets up educational equipment or conduct activities to promote and/or enhance positive development of the children in child care. Attend work related meetings, conference and trainings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
A high school diploma/GED; supplemented by coursework in Early Childhood Education in pursuit of an Applied Science in Early Childhood Development or related field; and two (2) years of work experience in a child care setting.

Special Requirements:
• A favorable background investigation.
• A physical examination.
• Possess a valid state driver’s license.
• Within 90 Days of Employment obtain Food Handler’s Permit, 1st Aid/AED/CPR Training and the Navajo Nation Tribal Vehicle Operator’s Permit, including the Navajo Nation Sexual Harassment and additional required Health and Safety trainings required by funding source.

(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:

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

Revised: 03.05.18