

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

Requisition No: DOE8509462  
POSITION NO: 944965  
CLASS CODE: 3652

Date Posted: 5/26/2009  
Closing Date: OUF

POSITION TITLE: FAMILY SERVICES LIAISON \*\*\*  
DEPARTMENT NAME: Early Childhood Development - Western Navajo Agency  
DEPARTMENT NO: 850 WORKSITE LOCATION: Kayenta, Arizona  
WORK DAYS/HOURS: POSITION TYPE: GRADE: L600A  
Days: M - F Permanent:  SALARY:  
Hours: 8 am - 5 pm Temporary:  Duration: 9 months \$ \_\_\_\_\_ Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 12.51 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty in encouraging and promoting family achievement of self-sufficiency by identifying the family's strengths, interests, needs and goals in accordance with mandated performance standards and regulations; collaborates, establishes and maintains partnerships with Head Start families in setting family goals including child development and education, health, nutrition, mental health education, community advocacy, and home visits; accessing community services and resources; completes family needs assessments for enrolled children and their families; monitors progress of children and family toward goals; creates and maintains children's records; ensures strict confidentiality of records; reviews and analyzes assessment information using pre-established standards to determine and identify needs; advises and provides recommendations to families, program staff and other service providers; serves as liaison between Head Start families and community resources; refers families to appropriate support services; provides opportunities for families to enhance skills and knowledge of parenting and child development: assists parents in identifying, defining, and developing health concepts through reinforcement activities with their child(ren); and ensures that quality, comprehensive, culturally and family-centered services are provided in compliance with Head Start Performance Standards; make arrangements for children to meet medical/dental appointments, physical examinations, etc.; and attends meetings and trainings.

**MINIMUM QUALIFICATIONS:**

**Education and Training:**

An Associate Degree in Early Childhood Education, Elementary Education, Human Development/Services or related field; and

**Experience:**

Four (4) years of experience in providing child care services or experience with Head Start or other programs providing outreach and/or direct services to children and families; 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 college transcript, certificates, diploma, etc.)**

**KNOWLEDGE AND SKILLS:**

Knowledge of federal, state and Navajo Nation regulations, policies and procedures related to preschool instruction and Head Start programs; knowledge of early childhood teaching methods and practices; knowledge of Navajo culture and its influence on the daily lives of children and families; knowledge of confidential recordkeeping and file maintenance methods; skill in planning and providing parental involvement information to families with children ages three to five years old; skill in working with parents and guardians in providing and meeting children's needs; skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

Work involves a minimum of physical effort in an office setting and moderate traveling to assigned areas in all types of road and weather conditions.

**LICENSE / CERTIFICATION REQUIREMENTS:**

**Must pass a criminal background check, fingerprinting and employee assessment prior to employment;** must possess a current First Aid and Cardiopulmonary Resuscitation (CPR) Certificate and a valid state driver's license. Within 90 days of employment, must pass physical examination.

**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*