

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DODE85015865**
POSITION NO: **243169**
POSITION TITLE: _____

DATE POSTED: **07/23/18**
CLOSING DATE: **OUF**

DEPARTMENT NAME / WORKSITE: DODE / NAVAJO HEAD START / TUBA CITY, AZ
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:

Responsible for the collection, entry and maintenance of eligibility, recruitment, selection, enrollment and attendance activities of children and families; registers and completes intake interviews with families and assist families with completing child enrollment forms; performs internal reviews on child files to ensure eligibility and required documents are compiled according to regulations; conducts on-site screening of children and follow-up referrals through case management practices; including keeping daily communication with parents/guardians and health care professionals; must travel to assigned Head Start classrooms and families' homes to ensure the health and safety of children are addressed and individualized plans are carried out for each identified child with a health or nutritional concern; compiling information/data on discussions with family and center staff regarding the child's health and nutritional needs; engages in planning and the Head Start Self-and Community Assessments, attends meetings to organize and strategizes for consistency of services for all Navajo Head Start centers.

Compiles with and ensures the Navajo Head Start program with meeting federal mandates as prescribe in the Head Start Performance Standards, Family Education Privacy Act, Navajo Nation Code and other pertinent tribal, state and federal regulations and guidelines; responsible for documenting program activities and services for Health and Nutrition content areas; documentation will be done by using monthly reports, case management file and the head start database; maintains ChildPlus database and records management systems; maintains electronic and hard copy client records and programmatic files; audits children's files to ensure completeness, eligibility and that required documents are filed in accordance with applicable regulations; ensures all enrollment information is accurate and updated in database; maintains confidential and/or sensitive information regarding staff and child/family in accordance with family privacy acts and health information privacy act; exercises discretion in the release and dissemination of child/family information; responsible for reporting child abuse and neglect and assists center staff in preparing mandated reports.

Provides family engagement activities and parent education in coordination with all content areas; explains family partnership agreement (FPA) process and develops FPA with families; build rapport/relationship with families and outside agencies to support family engagement; in coordination center staff meets with families t provide orientation on Head Start requirements and to update or develop FPAs for new enrollees.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Health, Human Services, Early Childhood Education or related field; and one (1) year of experience working with children and families in building rapport/relationship to support family engagement; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(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: Navajo Nation Head Start Performance Standards, Head Start Act, federal, state and local laws, codes, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; knowledge of quality improvement processes, protocols, changes and updates; research techniques, sources and availability of information; developing and executing documents and reports, goals, and performance measures; making decisions and problem solving in many areas and scheduling program services; managing complex policies and regulations.

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