THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0576850** | Date Posted: **07/30/12**

POSITION NO: 240730 | Closing Date: **08/10/12**

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: ☐ Duration: _____
Part-Time: ☐ 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; and two (2) years of work experience in a childcare setting. Applicant must be able to motivate, teach children; must be mature, patient, understanding and articulate behavior; must have the ability to work with children from infant to five years old.Some experience in music, art, drama and story telling; or an equivalent combination of education, training, and experience which to provides the capabilities to perform the described duties. ***(receive full credit for education/training applicant must submit copies of transcripts/degrees and current certificates)***

SPECIAL REQUIREMENTS:

(Preferred) Child Development Associate (CDA). Must pass a background investigation and a physical examination prior to appointment. Applicant must obtain within 90 days of employment; a Cardiopulmonary Resuscitation (CPR), First Aide Certificate, and a Food Handler's Permit. Some positions may require additional licenses and certificates. Ability to nurture, motivate, teach and influence children; ability to display a mature, patient, understanding and articulate behavior, ability to work with children from infancy to five years old; ability to work extended and flexible work hours. Skilled in music, art, drama, and storytelling.

License/Certification Requirements:

Valid driver's license and ability to obtain a NNOperator's permit within 90 days of employment; no DWI is the last 3 years (tribal or state); original State Driving Record required at applicant's own expense; original Criminal/Traffic Record required from Navajo Department of Law Enforcement, Toyei, Ganado, AZ, at applicant's own expense; Criminal Background and Fingerprinting Check required at applicant's own expense; Food Handlers' Permit; CPR certificate; First Aide certificate.

Depending upon the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both English and Navajo languages as a condition of employment. ***VETERANS 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***