THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0573986** Date Posted: **08/16/11**

POSITION NO: 241904 Closing Date: **08/29/11**

CLASS CODE: 3632

POSITION TITLE: **Child Development Aide**

DEPARTMENT NAME: Division of Social Services - CCDF Chinle Region

DEPARTMENT NO: 57 WORKSITE LOCATION: Pinon, Arizona

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 7:00 am - 6:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R55A

SALARY:
$ 17,555.20 Per Annum
$ 8.44 Per Hour

DUTIES AND RESPONSIBILITIES:

Assists with 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. Assist with 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, potty training; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots, toys, furniture, cribs clean and sanitized.

Assists in recording 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 assists in the preparation of materials for Child Development Workers to conduct activities to promote and/or enhance positive development of the children in child care.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

one (1) year of experience in child care setting; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Additional certifications may be required. **(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Must like children, ability to work with children age 0 to 11 years old, carry infants and toddlers;

License/Certification Requirements:

Fingerprinting, Criminal Background Check, Valid State Drivers License required. Food Handlers permit, First Aide, CPR Certificate and NN Tribal Operators Permit must be obtain within 90 days 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***