

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

REQUISITION NO: DOE0444036

Date Posted: 08/29/11

POSITION NO: 935604

Closing Date: 09/12/11

CLASS CODE: 3697

POSITION TITLE: DEVELOPMENTAL SPECIALIST

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Gallup, NM

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R64A

Days: Mon-Fri

Permanent:

SALARY: \_\_\_\_\_

Hours: 8:00AM - 5:00PM

Temporary:

Duration: \_\_\_\_\_ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Coordinates and conducts trans-disciplinary developmental evaluations, prepares written summary of findings; reviews and assures accuracy of eligibility determination of medical, developmental, family history and related information; collaborates with the Indian Health Services, Medicaid, Behavioral Health, Social Services, Head Start and other federal, state and tribal programs; conducts appropriate eligibility determinations; facilitates the development of Individual Family Services Plan (IFSP) for services to children with disabilities and their families based on needs identified by team assessment evaluations and diagnosis, facilitates communication with families for the duration of services to assure that child/family's needs are met; maintains continuous communication with other team members including but not limited to physicians, participating agencies and other service providers, completes Early Childhood Outcome Summary form.

Collects child count information by assuring that the child count data is accurate for submittal to the Bureau of Indian Education (BIE); prepares required reports; facilitates and coordinates all aspects of early intervention process in accordance with applicable federal, state and tribal regulations, policies and procedures; assures that referral packets have required family priorities, resources, interests and concerns documented in the IFSP planning process; provides on-going early intervention services to eligible Navajo children pursuant to IFSP; conducts child find and public awareness activities by developing a consistent plan to assure that Navajo children are identified early; assures that child find activities are provided in a culturally sensitive manner and within the context of the Navajo language; identifies children to ensure that the infant/child population on the Navajo Nation are provided services under an IFSP using the national benchmarks.

Assures confidentiality of child's records and that record contain child's current levels of development, developmental screenings/checklist and other documents as required by applicable federal, state and tribal standards, policies and procedures; assists families in locating and accessing needed services; establishes relationship with child and family which support a working partnership in accomplishing IFSP goals; facilitates collaboration with parents, teachers and other professional staff through regular contact, documents meetings, integrates appropriate therapy, social emotional and cognitive goals and objectives into on-going services; facilitates smooth and timely transition for child and family into program placement and exit forms; attends program placement meetings to support family; provides recommendations; provides feedback concerning child's strengths and needs; provides relationship-based services which are family-centered. provides technical expertise regarding assigned functions.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Early Childhood Education, Special Education, Education, Social Work or closely related field

**Experience:**

Two (2) years of work experience providing early intervention services

**Special Knowledge, Skills and Abilities:**

Ability to communicate and translate effectively in Navajo and English. Have Knowledge of the early intervention process as well as the Individual Disabilities Education Act (IDEA), Part C, NM FIT Service Coordination Modules, annual continuing education, and the Navajo Nation program policies and procedures.

**License/Certification Requirements:**

Must pass a criminal background check and relevancy assessment prior to date of hire and possess a valid state driver's license, Cardiopulmonary Resuscitation (CPR) certification and First Aid certification. Within 90 days of hire must obtain a Developmental Specialist II Certificate and Navajo Nation Motor Vehicle Operator's Permit.

**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*