

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE70518616	DATE POSTED:	09/10/19
POSITION NO:	243449	CLOSING DATE:	09/23/19
POSITION TITLE:	Head Start Regional Partnership Coordinator		
DEPARTMENT NAME / WORKSITE:	DODE/ NAVAJO HEAD START / CHINLE, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: AY64A
WORK HOURS:	40 hrs. / week	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: \$ 46,883.20 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : \$ 22.54 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>

DUTIES AND RESPONSIBILITIES:

Coordinates Navajo Head Start Local, Regional Parent Committees and Policy Council; provides quarterly reports to Navajo Nation Board of Education, Governing Body and the Health, Education, Human Services Committee (HEHSC) on the parent volunteer process, including recruitment and training; monitors and volunteers to obtain and maintain compliance using performance standards; monitors the implementation of services outlined in the MOU's, MOA's and IPA's with local service providers within communities; attends chapter meetings, school board meetings, etc. to build partnerships and maintain line of communication.

Encourages and recruits families to participate in various programs and activities; prepares and organizes meetings and work sessions; prepares press releases and written communication to promote Early Childhood Learning Programs; implements activities on male role modeling and involvement throughout child's education; collects, tabulates and analyzes data related to family needs, enrollment process, and parent survey instrument; designs family and community training and activities based on the Annual Community Assessment Needs Assessment; tracks all aspects of family involvement in the program; provides In-Kind and required reports on family needs and program involvement to Navajo Head Start leadership.

Promotes positive public relations for programs and services; serves as resource person to head start communities on health, social services and education; compiles and organizes data to communicate information to staff, parents, communities and tribal, state and national leaders to structure and maintain requirements of communications system; completes reports and maintains records utilizing the Child Plus software.

Coordinates and/or accesses services to provide a variety of parent involvement opportunities including, parent meetings, trainings, volunteer opportunities and home visits to promote leadership skills and abilities of parents; provides information within the area of assignment; addresses and resolves community complaints with continuous follow ups; performs related assignments as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Social Work, Early Childhood Education, Business Administration, Public Administration, Communications, General Studies, Liberal Arts or closely related field; and two (2) years of experience working in the field of public relations, grassroots advocacy, chapters, communities and local entities.

Special Requirements:

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

(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 policies and procedures and Head Start Performance Standards; knowledge of modern principles and practices of public administration; knowledge of Navajo Nation, the Head Start Act, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities; knowledge of reporting systems, program analysis and performance measures; knowledge of project/program operational activities, mission and client service requirements; skill in developing and analyzing program operating systems, procedures and controls; skill in preparing and developing documents and reports, computer databases and spreadsheets files; skill in management and complex internal relationships; maintaining open communication and effective working relationships, providing advice and direction to subordinate staff; making presentations and providing training; ability to plan and coordinate functions.

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