

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

REQUISITION NO: DOE7374066

Date Posted: 09/12/11

POSITION NO: 943281

Closing Date: 09/23/11

CLASS CODE: 3656

POSITION TITLE: EARLY HEAD START HOME VISITOR \*

DEPARTMENT NAME: OFFICE OF HEAD START - EARLY HEAD START

DEPARTMENT NO: 737 WORKSITE LOCATION: Fort Defiance Early Head Start

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: V57A

Days: Monday thru Friday Permanent:  SALARY:

Hours: 8:00 AM - 5:00 PM Temporary:  Duration: \_\_\_\_\_ \$ \_\_\_\_\_ Per Annum

Part-Time:  No. of Hrs/Wk: 40 \$ 9.98 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assist pregnant women through referrals, systems of prenatal and postpartum care including prenatal education, fetal development, labor and delivery and information on breast feeding, maternal depression, SIDS, and other potential issues related to individual families. Works with parents to develop and implement an educational program includes: appropriate child development activities, bilingual/multi-culture approaches, individual child development plans, and evaluation of child/family program. Plans and prepares for weekly home visits with parents. Makes required minimum number of visits per year to each family for at least ninety minutes per visit, and documents each session. Helps parents to develop family activities and provide a monthly calendar showing scheduled parent activities, socialization sessions, and home visits, along with local parent committee meetings and parent training sessions. For each identified special needs child, participates on the team to develop the Individualized Educational Plan and Individualized Family Service Plan is needed.

Provides home base families with information of all Early Head Start requirements and Head Start components; education, health social services, nutrition, parent involvement and special needs. Assists parents in developing ways or using household resources in educational activities with their children. In conjunction with the Family Service Liaison, assists parents in obtaining appropriate provider services for each enrolled child. Involves parents with on-going assessment of children. Along with parents, plans and conducts monthly parent meetings and/or educational activities, where applicable works with center staff. Serves as a liaison between parents and the Early Head Start program. Oversees inventory and control of all home base supplies and materials. Provides the required number of group socialization sessions each year at an approved site and documents each session. Maintains up-to-date accurate records of home base families, including all component areas and submits reports/records as directed for submission to the service area staff. Works with supervisor to identify, coordinate, and seek solutions to problems relating to the Early Head Start program.

Conducts a development screening for each child within 45 days of enrollment (screening is repeated annually). Works cooperatively with center staff to ensure that the center is kept sanitary and with the Health and Safety regulations of the Navajo Nation.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; a Child Development Associates (CDA) Certificate; and

**Experience:**

two (2) years experience in family services, child development or early childhood education; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. (To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc).

**Special Knowledge, Skills and Abilities:**

Knowledge and skilled in business practices, procedures and office management, and familiar with the Head Start Performance Standards; CFR 45 1301 - 1311; knowledge of modern principals, budgeting and purchasing procedures; knowledge of early childhood development stages; and knowledge of the Navajo culture and language.

**License/Certification Requirements:**

Must possess a valid state driver's license. Within 90 days of employment, must pass a criminal history background check and a physical examination; and obtain a Navajo Nation's Operator's Permit, a First Aid Certificate, and a Cardiopulmonary Resuscitation (CPR) Certificate. Additional licenses or certificates may be required.

**UNION POSITION \***

**VETERAN'S 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*