

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE8537037

Date Posted: 09/24/12

POSITION NO: 945984

Closing Date: 10/05/12

CLASS CODE: 3652

POSITION TITLE: FAMILY SERVICES LIAISON ***

DEPARTMENT NAME: Navajo Head Start/ Tuba City Agency

DEPARTMENT NO: 853 WORKSITE LOCATION: LeChee, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: V60A

Days: Monday - Friday Permanent: SALARY:

Hours: 8am - 5pm Temporary: Duration: _____ \$ _____ Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 13.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Collaborates, establishes and maintains partnerships with Head Start families in setting family goals, accessing community services and resources, and parent involvement in all areas of Head Start, including child development and education, health, nutrition, mental health education, community advocacy, transition practices and home visits; completes family needs assessments for enrolled children/families; monitors progress of child(ren) and family towards goals; creates and maintains child(ren) and family records; ensures strict confidentiality of records; reviews and analyzes assessment information using pre-established standards in accordance with Head Start Performance Standards to determine and identify needs; advises and provides recommendations to families, program staff and other service providers.

Serves as liaison between Head Start families and community resources; refers families to appropriate support services; provides opportunities for families to enhance skills and knowledge of parenting and child development, makes arrangements for child(ren) to meet medical/dental appointments and physical examinations, etc; assists parents in identifying, defining and developing health concepts through reinforcement activities with their child(ren); plans, nutrition, health and physical education activities; identifies, recruits and trains parents to volunteer in Head Start center; ensures quality, comprehensive, culturally and family-centered services are provided in compliance with Head Start Performance Standards; plans, organizes and facilitates group socialization; attends meetings and training.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Early Childhood Education, Elementary Education, Human Development/Services or related field; and

Experience:

Four (4) years of experience in providing child care services or experience with Head Start or other programs providing outreach and/or direct services to children and families; or an equivalent combination of education, training, and experience which provides the capabilities to perform and 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 of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start programs. Knowledge of early childhood teaching methods and practices. Knowledge of Navajo Culture and its influence on the daily lives of the child(ren) and family. Knowledge of confidential record keeping and file maintenance methods and practices. Knowledge of community resources. Skill in planning and providing parental involvement information to families with children ages three to five years. Skill in working with parents, grandparents, and volunteers in providing and meeting children's needs. Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a current First Aide and Cardiopulmonary Resuscitation (CPR) Certificate and a valid state driver's license. Within 90 days of employment, must pass a background check and physical examination. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment. Work involves a minimum of physical effort in an office setting.

VETERANS' PREFERENCE APPLIES

UNION POSITION***

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

Revised: 1-15-99