

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE04416379
 POSITION NO: 243923
 POSITION TITLE: _____

DATE POSTED: 10/10/18
 CLOSING DATE: 10/23/18

Developmental Specialist

DEPARTMENT NAME / WORKSITE: Office of Special Education & Rehabilitation Services / Dine Education / Gallup, NM

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR64A</u>	
WORK HOURS: <u>8 am - 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____	\$ <u>41,641.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION: _____	\$ <u>20.02</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____	

DUTIES AND RESPONSIBILITIES:

Recruits and provides support to Navajo children and families using teaching methods and strategies that are specific to each family. Incorporates strategies that are tailored to each parent, grandparent or care giver providing care for the child. Implements a coordinated system of early childhood home visiting in Navajo communities that has the capacity to provide infrastructure and supports to assure high-quality, evidence-based practices through the utilization of the Parents As Teachers curriculum to program fidelity. Promote and strengthen cooperation and coordination among various programs that serve pregnant women, expectant fathers, young children and families in Navajo communities by working with Head Start, child care, Indian Health Services, and child care that results in high-quality, comprehensive early childhood systems at the local community. Maintains a case load of a minimum of 20 families. Prepares plans with families that promotes effective early childhood services designed to teach parents healthy parenting techniques that lead to gains in health and education indicators. Assists parents in creating games and other engaging educational tools that helps parents make significant connections to early childhood growth stages. Builds strong connection with parents and children and create a safe and nurturing environment to faster learning. Accurately administers the Ages and Stages Questionnaire (ASQ) and ASQ-Social and Emotional screening tools to track children's develop and developmental gains. Assists parents to understand their child's development and parenting practices that improve health and education. Accurately implements parent/caregiver screenings for various health concerns including adverse childhood experiences, maternal depression, domestic violence, and alcohol tobacco and other drug use. Assists parents in access multiple resources for health related and/or social services as needed. Conducts child find and public awareness by developing a comprehensive plan to assure that Navajo children are identified early, assures that child find activities are provided in a culturally sensitive and within the context of the Navajo language. Identifies children who have developmental delays who do not meet the AzEIP eligibility criteria. Assure that family records are maintained by the program are confidential, has child's current level of development, developmental screenings, developmental checklist and other documents required by the Parents As Teachers curriculum and Navajo Nation data requirements. Prepares reports as required by the program, Navajo Nation and grant funding requirements.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Early Childhood Education, Special Education, Education, Social Work or closely related field; and one (1) year of work experience providing early intervention services; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license, Cardiopulmonary Resuscitation (CPR) certification, First Aide certification and Parent As Teachers Modules.

(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 federal, state and Navajo Nation rules, regulations, standards, policies and procedures related to child care and pre-schools. Knowledge of the principles and practices of child development and early childhood education. Knowledge of the principles of child health, safety and nutrition. Knowledge of the principles of adult learning and family dynamics. Knowledge of community resources available for families. Knowledge of the Navajo culture and traditions. Skill in maintaining confidential records. Skill in establishing and maintains effective working relationships. Ability to interpret and comply with applicable rules, regulations and policies. Ability to plan, organize and coordinate lesson plans. Ability to nurture, motivate, teacher and influence children.

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