

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05722166

DATE POSTED: 11/09/21

POSITION NO: 934629

CLOSING DATE: 12/02/2021 by 5pm

POSITION TITLE: Senior Child Development Worker

DEPARTMENT NAME / WORKSITE: NDSS/Department of Child Care & Development/Chinle Regional CCC/Pinon, AZ

WORK DAYS: Monday thru Friday REGULAR FULL TIME: GRADE/STEP: BQ60A

WORK HOURS: 8:00 am to 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 32,635.44 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 15.63 PER HOUR

NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of moderate difficulty in overseeing the provision of general child care, nurturing, teaching, and developmental activities for infants and young children in a child care center or preschool setting. Attends to children's basic needs by organizing and providing activities that stimulate the children's physical, emotional, cognitive and social development, assists children in exploring their interests and development of their talents and independence, builds self-confidence, language development and learn social skills; ensures the maintenance of a safe and comfortable environment for infants and young children; supervises children in the classroom, playground, or cafeteria.

Prepares daily and long term schedules for activities and ensures the comprehensive child development program to include active and rest periods; greets children as they arrive; conducts informal teaching to include small group lessons, one-on-one instruction, and educational play activities; introduces scientific and mathematical concepts through play activities; maintains records of each child's progress and discusses development needs with parent, provides nutritious meals and snacks; guides children in healthy eating habits and personal hygiene; identifies children who show signs of emotion/developmental delays and discusses situations with supervisors and/or parents; participates in parent-teacher conferences; training, planning activities and meetings; coordinates activities and services within the program and between various departments, private agencies, and the general public; leads, trains, and coordinates the activities of subordinate staff; performs related work, as assigned by supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; supplemented by one (1) year Child Development Aide; and two (2) years of work experience in a childcare setting; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
 - Possess a valid state driver's license.
- Incumbent must obtain an Adult/Pediatric or Standard & Pediatrics First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(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 principles and practices of early childhood development and care. Knowledge of applicable rules, regulations, policies and procedures related to child care. Knowledge of Navajo traditional culture and beliefs. Knowledge of educational activities for children. Knowledge of assessing childhood development and identifying development difficulties. Knowledge of standard office practices, procedures and equipment. Skilled in nurturing, motivating, teaching and guiding children. Skilled in displaying mature, patient, and understanding behavior. Skilled in coordinating activities for children such as music, art, drama and storytelling. Skilled in applying Navajo traditional cultures and beliefs to child care and development activities. Skilled in maintaining, communicating and filing accurate records related to childhood development. 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.

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