THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05722242	DATE POSTED:	09/22/21
POSITION NO:	233455	CLOSING DATE:	12/7/2021 by 5 PM
POSITION TITLE:	Program Supervisor III		
DEPARTMENT NAME / WORKSITE:	NDSS/Dept. of Child Care & Development - Chinle Regional Child Care Centers/Chinle, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME: ☑	GRADE/STEP: BQ66
WORK HOURS:	8:00am - 5:00pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 51,865.92 PER ANNUM
SENSITIVE	☑	SEASONAL: ☐	$ 24.84 PER HOUR
NON-SENSITIVE	☐	TEMPORARY: ☐ DURATION :	

DUTIES AND RESPONSIBILITIES:

This is a Professional At-Will position and direct report will be to the Program Manager II of the DCCD - Direct Services Administration. Program Supervisor III will manage 6+ regional child cares with 60+ personnel. Program Supervisor III will ensure department goals and objectives are followed and implemented for the assigned regional child care center and meets regularly and provides reports to upper management. PSIII will meet regularly with 6+ child care center leads to facilitate monthly curriculum development and scheduling of classroom coverage assignments to direct child care services workers. Ensures and maintains compliance with regulations on staff-to-child ratio for care and development of children.

Ensures daily activities are implemented for children in the following areas: Social/Emotional Development; Language/Communication Development; Physical/Motor Development and Cognitive Development for infants (3 months) to 5 years old and before and after school children up to 13 years of age. Ensures center leads are providing age-appropriate activities through art, music/movement, dramatic play, sand and water play, science/nature, media/computer use and engage children in cultural identity activities. Ensures Cooks and Cook Aides plan menus for meals and snacks by using the U.S. Dept. of Agriculture food service & safety standards. Ensures compliancy with maintaining standardize cleanliness in kitchen/dining area and secure kitchen equipment, cookware and utensils.

Ensures compliance with facility inspection with the Indian Health Services, Office of Environmental Health. Coordinates with vendors and DCCD – Facility Maintenance Section with requesting routine maintenance services of building, playground area and equipment and fire safety, including grounds keeping. Ensures adequate space and furnishings are in classroom, playgrounds and public use common area. Facilitates routine exercise with staff and children on emergency preparedness and fire drills. Ensures that physical property supplies and equipment are periodically inspected and routinely inventoried. Based on need, properly conduct procurement of supplies and equipment. Ensures accountability of supplies and equipment distribution, and periodically disposes of obsolete products and equipment.

Identify and arrange professional development trainings for all regional staff and completes Individual Development Plan with each staff. Arranges with local professional resources to conduct Health and Safety Training requirements and other trainings to enhance worker's skills and knowledge. Completes Employee Performance Appraisals Forms (EPAF) for staff on timely basis. Administers progressive discipline action as needed for staff performance and attendance issues. Interviews and makes recommendation for hiring of potential applicants for vacant positions for the regional administration office and 6 child care centers. Generates and maintains routine data reports on child count. Ensures accountable for collection of child care co-payments and works regularly with regional Casework Office for recruitment of children for child care services. Resolve issues with customers, such as parents/guardians on services and collection of co-payments. Attends meetings, conferences and work related trainings as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

• A Bachelor's degree in Public or Business Administration or closely related field; and four (4) years of program related experience; two (2) years of which must have been in a supervisory capacity; or an equivalent combination of education and experience.

Special Requirements:

• A favorable background clearance
• Possess a valid state driver's license.

(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 the following: modern principles and practices of program operations and planning, supervision and personnel management procedures and practices; Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; of budget and reporting systems, financial controls, program analysis and performance measures and of program operational activities, mission and client service requirements. Skills in developing and analyzing program operating systems, procedures and controls, budgets and forecasts; in operating and developing, documents and reports, short and long-term plans and performance measures; in managing staff, and in maintaining an open communication and effective working relationships, providing advice and direction to subordinate managers, supervisors and staff; and in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations: Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with fellow employees and the general public.

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