THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05722243 DATE POSTED: 11/22/21
POSITION NO: 241911 CLOSING DATE: 12/7/2021 by 5 PM
POSITION TITLE: Child Development Worker (2 Positions)
DEPARTMENT NAME / WORKSITE: NDSS/Department of Child Care and Development/Chinle Regional CCC (KBI)/Chinle, AZ
WORK DAYS: Monday thru Friday
WORK HOURS: 8:00 am to 5:00 pm
SENSITIVE ☑
NON-SENSITIVE ☐
REGULAR FULL TIME: ☐
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :
GRADE/STEP: BQ59A
$ 30,004.56 PER ANNUM
$ 14.37 PER HOUR

DUTIES AND RESPONSIBILITIES:

Attending to children's basic needs to stimulate the children's physical, emotional, intellectual, and social growth; ex: arts & craft activities, reading to the children, physical activities, organize play, story telling to children to explore their interests activities to promote talents and independence, build self-confidence, language development and enabling children to learn how to behave with others. Performs daily routine activities, ex: health checks, diaper changing, feeding the children, hand washing; contact with parents, maintain accurate sign in & out sheets for each child, putty training; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots clean and sanitized.

Keeping records and maintaining health and attendance records; all other necessary information to complete and maintain children's folder; accident reports, documentation of all emergency actions. Performs routine clerical tasks including typing, filing and copying documents; maintaining children and staff attendance, children's records. Sets up educational equipment or conduct activities to promote and/or enhance positive development of the children in child care. Attend work related meetings, trainings and conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma/GED; supplemented by coursework in Early Childhood Education in pursuit of an Applied Science in Early Childhood Development or related field; and two (2) years of work experience in a child care setting.

Special Requirements:

- A favorable background investigation.
- A physical examination.
- Possess a valid state driver's license.
- Within 90 Days of Employment obtain Food Handler's Permit, 1st Aid/AED/CPR Training and the Navajo Nation Tribal Vehicle Operator's Permit.

<<A favorable background investigation>>

(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:

Knowledgeable of principles and practices of early childhood development and care. Knowledgeable of applicable rules, regulations, policies and procedures related to child care. Knowledgeable of Navajo traditional culture and beliefs. Knowledgeable of educational activities for children. Knowledgeable of assessing childhood development and identifying development difficulties. Knowledgeable 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.

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