

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS05716696

DATE POSTED: 12/04/18

POSITION NO: 241127

CLOSING DATE: 12/17/18

POSITION TITLE: Child Development Aide

DEPARTMENT NAME / WORKSITE: Division of Social Services / Child Care & Development Fund Program, Saint Michaels, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME:  GRADE/STEP: AR55A

WORK HOURS: 8:00am - 5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 19,552.00 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 9.40 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Assists with 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. Assist with 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, potty training; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots clean and sanitized. Assists in recording 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 assists in the preparation of materials for Child Development Workers to conduct activities to promote and/or enhance positive development of the children in child care.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and one (1) year of work experience in child care setting; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- 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:**

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