

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05716705 DATE POSTED: 12/04/18
POSITION NO: 241140 CLOSING DATE: 12/17/18
POSITION TITLE: Child Development Aide (7 Positions)

DEPARTMENT NAME / WORKSITE: Division of Social Services / Child Care & Development Fund Program, Shiprock, NM
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.