THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DODE04419111	DATE POSTED:	12/09/19
POSITION NO:	240777	CLOSING DATE:	Open Until Filled
POSITION TITLE:	Developmental Specialist		
DEPARTMENT NAME / WORKSITE:	Office of Special Education & Rehabilitation Services / Dine Education / Tuba City, AZ		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	BC64A
WORK HOURS:	40	PART TIME:	☐	NO. OF HRS./WK.:	$ 42,473.60	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐	DURATION :	$ 20.42	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Serves as a team lead by coordinating, arranging and conducting transdisciplinary developmental evaluations and assessments for all children birth to three years of age who are referred to the Navajo Nation Early Intervention Program Transdisciplinary Team for early intervention services. Make accurate eligibility decisions with team based on documents of medical, developmental, family history and other information for Arizona Early Intervention Program. Participates with other agencies such ASDB, DDD, Indian Health Services, Medicaid, DSI, Social Services and others by reviewing child's records and conducts appropriate eligibility determination. Coordinates the development of Individualized Family Service Plan (IFSP) for services to children with disabilities and their families based on the needs identified by the Team as a result of assessment evaluations and diagnosis. Facilitates clear communication with families for the duration of services to assure that family's needs are met. Provides direct services with close communication with other team members including but not limited to physicians, participating agencies, and other service provider agencies. Collects child count information by assuring that child count data is accurate for submittal to the BIA. Child count data must include referral information, child's disability, age and services provided and must be compiled and submitted based on December 1st deadline. Prepares program reports quarterly. Facilitates and coordinates all aspects of the early intervention process as outlined by AzEIP, Navajo Nation and IDEA, Part C requirements. Assures that all referral packets have all required family priorities, resources, interest and concerns are included in the documentation of the IFSP planning process. Provides staff training and community orientation regarding AZ Early Intervention Program. Conducts child find and public awareness by developing a consistent plan to assure that Navajo children are identified early, assures that child find activities are provided in a culturally sensitive and within the context of the Navajo language. Identifies children so that 2% of the infant/child population on the Navajo Nation are provided services under an IFSP. These requirements are national benchmarks. Assures that child's records maintained by the program are confidential, has child's current level of development, developmental screenings, developmental checklist and other documents required by AzEIP, Navajo Nation and IDEA, Part C.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Early Childhood Education, Special Education, Education, Social Work or closely related field; and one (1) year of work experience providing early intervention services; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license, Cardiopulmonary Resuscitation (CPR) certification and First Aide certification.

(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:

Ability to communicate and translate effectively in Navajo and English. Have knowledge of the early intervention process as well as the Individual Disabilities Education Act (IDEA), Part C, AzEIP Service Coordination Modules, annual continuing education, and the Navajo Nation program policies and procedures.

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