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

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| REQUISITION NO: | **DSS0579656** | DATE POSTED: | **12/22/14** |
| POSITION NO: | **241163** | CLOSING DATE: | **01/08/15** |
| POSITION TITLE: | **Child Development Worker** | | |
| DEPARTMENT NAME / WORKSITE: | **NDSS / Child Care and Development Fund Program /Tsaile, AZ** | | |

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| WORK DAYS: | Mon - Fri | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB59A |
| WORK HOURS: | Varies | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 26,270.40 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 12.63 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Attends to children's basic needs by organizing and providing activities that stimulate the children's physical, emotional, intellectual and social growth; assist children to explore their interests, develop their talents and independence, build self-confidence, language development and learn how to behave with others; ensures the maintenance of a safe and comfortable environment for infants and young children; supervises children in the classroom, cafeteria, schoolyard or on field trips. Prepares daily and long term schedule of activities and ensures a comprehensive child development program to include small group lessons, one-on-one instruction, and educational play activities; introduces scientific and mathematical concepts through play activities; maintains records of each child's progress and discusses development with parents; conducts health assessments; records health and attendance information. Serves nutritious meals and snacks; guides children in healthy eating habits and personal hygiene; identifies children who show signs of emotional/developmental problems and discusses situations with supervisors and/or parents; participates in parent- teacher conferences, training, planning activities and meetings; coordinates activities and services between various departments, private agencies and the public.

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

**Minimum Qualifications:**

- A high school diploma or GED; Certificate of Applied Science in Education Technician, Early Childhood Development or related field; two (2) year work experience in a child care center setting.

**Preferred Qualifications:**

- One year Certificate in Early Childhood/Child Development.
- Training in handling/working with children with special physical and mental needs.

**Special Requirements:**

- A favorable background investigation.
- A physical examination.
- Possess a valid state driver's license.

**Supplemental Requirements:**

Incumbent must obtain a Food Handler's Permit, an Adult Pediatric Cardiopulmonary Resuscitation (CPR), First Aid Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

***(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: principles and practices of early childhood development and care, applicable rules, regulations, policies and procedures related to child care, Navajo traditional cultures and beliefs, developmental growth of children and educational activities and knowledge of office telephone etiquette; Skills in the following: nurturing, motivating, teaching and guiding children, displaying mature, patient and promoting socialization, skill in reading, spelling, simple arithmetic, basic filing, record keeping, operation of variety of machines including personal computer, telephones, opaque, and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with fellow employees and the general public.

***A favorable background investigation is required.***

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