THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05711332	DATE POSTED:	01/19/16
POSITION NO:	934629	CLOSING DATE:	02/01/16
POSITION TITLE:	Senior Child Development Worker		
DEPARTMENT NAME / WORKSITE:	NDSS / Child Care and Development Fund Program / Pinon, Arizona		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	Varies	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of moderate difficulty in overseeing the provision of general child care nurturing, teaching, and development activities for infants and young children in a day care or preschool setting. Attends to children's basic needs by organizing and providing activities that stimulate the children's physical, emotional, intellectual and social growth, assists children in exploring their interests and development of their talents and independence, builds 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, schoolyard, or cafeteria.

Prepares daily and long term schedules for activities and ensures the comprehensive child development program to include active and rest periods; greets children as they arrive; conducts informal teaching 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 parent concerning nutritious meals and snacks; guides children in healthy eating habits and personal hygiene; identifies children who show signs of emotion/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 general public; leads, trains, and coordinates the activities of subordinate staff; performs related work, as assigned by supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Child Development or Early Childhood Education; and two (2) years of work experience in a childcare setting.

Preferred Qualifications:

- One (1) year of supervisory experience in a child care setting.
- Training in handling/working with children with special physical and mental needs.

Special Requirements:

- A favorable background investigation.
- Must pass a physical examination prior to date of hire.
- Incumbent must obtain an Adult/Pediatric or Standard & Pediatrics First Aid Certificate; a Cardiopulmonary Resuscitation (CPR) Certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit, and additional CCDF Health and Safety Requirements within 90 days of date of hire
- A Physical Examination

(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 fundamentals of early childhood development and care; knowledge of the policies and procedures governing child development and/or early childhood pertaining to child care; awareness of Navajo traditional cultures and beliefs; and knowledge of standard office practices, procedures, and equipment. Skills in nurturing, motivating, teaching, and guiding children; displaying mature, patient, and understanding behavior among the children; coordinating activities for children such as music, art, drama, and storytelling; maintaining, communicating, and filing accurate records related to childhood development; and skills in supervising staff, and maintaining an open communication and effective working relationships.

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