THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DODE04410866**	DATE POSTED:	10/12/15
POSITION NO:	936202	CLOSING DATE:	10/23/15
POSITION TITLE:	Developmental Specialist		
DEPARTMENT NAME / WORKSITE:	Office of Special Education & Rehabilitation Services / Kayenta, AZ		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Serves as team lead by coordinating, arranging and conducting tran-disciplinary developmental evaluation and assessments for children birth to three years old who are referred to the Arizona Early Intervention Program (AzEIP) for early intervention services. Reviews and assures accurate eligibility determination on documents of medical, developmental, family history and other information for AzEIP. Participates with other agencies such as Indian Health Services, AHCCCS, Department of Economic Security DDD, Arizona Schools for the Deaf/Blind, Social Services, Head Start 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 evaluations and diagnosis. Facilitates clear communication with families for the duration of services to assure that child/family's needs are met. Continues 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 BIE. Child count data using ITEAMS database must include referral information, child's disability, age and services provided and be compiled based on December 1st deadline. Prepares program reports quarterly. Facilitates and coordinates all aspects of the early intervention process as outlines 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 on-going early intervention services to Navajo children eligible pursuant to IFSP. 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 manner 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)

- Bachelor's Degree in Early Childhood Education, Special Education, Education, Social Work or closely related field. ON3 (1) year of work experience providing early intervention services.

Preferred Qualifications:

- Two (2) years of work experience providing early intervention services.

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, 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.