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

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| REQUISITION NO: | **DODE77010916** | DATE POSTED: | **10/19/15** |
| POSITION NO: | **243396** | CLOSING DATE: | **10/30/15** |
| POSITION TITLE: | **Head Start Mental Health & Disabilities Liaison** | | |
| DEPARTMENT NAME / WORKSITE: | **DOE/Navajo Head Start - Crownpoint, NM** | | |

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| WORK DAYS: | **Monday - Friday** | REGULAR FULL TIME: | ☐ | | GRADE/STEP: | **AD63A** |
| WORK HOURS: | **40 hrs/Week** | PART TIME: | ☐ | NO. OF HRS./WK.: | $ **32,894.40** | PER ANNUM |
| | | SEASONAL: | ☑ | DURATION : | $ **18.69** | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Works as Liaison by coordinating with Head Start Center Staff, Health Providers, and Family Service Staff by completing referrals; meets with local School Districts, Mental Health Consultants and/or Service Providers and other Early Intervention Agencies to screen, identify, and refer children with potential special need. Liaison ensures special needs children receive extra support and inclusion by setting up Behavior Intervention and Support Plan as according to Navajo Head Start policy and federal laws pertaining to services identified for special needs children. Liaison's responsibilities include: completing accurate information, electronic data entry and maintenance, reports, and tracking of progress using Individual Education Program (IEP), Individual Family Service Plans (IFSP) and the Student /Family database system to monitor mental health/disability services. Participates in Navajo Nation wide student recruitment and Child Find activities to ensure communities and families are informed and program is accessible by distributing updates, reports, flyers, and program information to child base entities: schools, programs, hospitals, churches, daycare, and homes, including child specialists, professionals, doctors, and etc... Strong interpersonal and communication skills is necessary to establish effective relationships and network. Proficiency in computer skills, writing, and case management to plan, coordinate, track, and establish case management of Early Childhood Social-Emotional development and to utilize pertain disability services to enhance, promote, correct, and/or support individual student progress; administer monitoring of Suspected Child Abuse Neglect (SCAN) cases.

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

**Minimum Qualifications:**

- An Associate's degree in Health, Human Services, Early Childhood, Social Services, Psychology or related field; and one (1) year working with children and families in providing human services or related services.

**Preferred Qualifications:**

- A Bachelor's degree in Health, Human Services, Early Childhood, Social Services, Psychology or related field.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license and Food Handler's Permit.

***(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:**

Strong communication and interpersonal skills.

**Incumbent must abide by program standards of conduct.**

***<<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.***