

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

REQUISITION NO: **DSS0574297**  
POSITION NO: 938220  
CLASS CODE: 3632  
POSITION TITLE: \_\_\_\_\_

Date Posted: **11/21/11**  
Closing Date: **12/06/11**

DEPARTMENT NAME: Division of Social Services - CCDF Chinle Region  
DEPARTMENT NO: 57 WORKSITE LOCATION: Chinle, Arizona  
WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R55A  
Days: Monday - Friday Permanent:   
Hours: 7:00 am - 6:00 pm Temporary:  Duration: \_\_\_\_\_ \$ 17,555.20 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 8.44 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Assists with attending to children's basic needs to stimulate the children's physical, emotional, intellectual, and social growth; ex: arts & craft activities, reading to the children, physical activities, organize play, story telling to children to explore their interests activities to promote talents and independence, build self-confidence, language development and enabling children to learn how to behave with others. Assist with daily routine activities, ex: health checks, diaper changing, feeding the children, hand washing; contact with parents, maintain accurate sign in & out sheets for each child, potty training; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots, toys, furniture, cribs clean and sanitized. Assists in recording and maintaining health and attendance records; all other necessary information to complete and maintain children's folder; accident reports, documentation of all emergency actions. Performs routine clerical tasks including typing, filing and copying documents; maintaining children and staff attendance, children's records. Sets up educational equipment or assists in the preparation of materials for Child Development Workers to conduct activities to promote and/or enhance positive development of the children in child care.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED; and

**Experience:**

one (1) year of experience in child care setting; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Additional certifications may be required. **(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Must like children, ability to work with children age 0 to 11 years old, carry infants and toddlers;

**License/Certification Requirements:**

Must pass a criminal background check and employee assessment prior to employment. Applicant must possess a valid state drivers license and obtain a NN Operators Permit within 90 days of employment.