THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0575034** Date Posted: 12/27/11

POSITION NO: 241900 Closing Date: 01/10/12

CLASS CODE: 3631

POSITION TITLE: **Child Development Worker**

DEPARTMENT NAME: DSS - Child Care & Development Fund

DEPARTMENT NO: 57 WORKSITE LOCATION: Pinon, AZ

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 7am-6pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R59A

SALARY:
$ 24,752.00 Per Annum
$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

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. Performs 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 clean and sanitized.

Keeping records 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 conduct activities to promote and/or enhance positive development of the children in child care.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; Certificate of Applied Science in Education Technician, Early Childhood Development or related field; and

Experience:

two (2) years of experience in childcare setting or an equivalent combination of education training, and experience which provides the capabilities to perform the described duties. ***(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, lift and carry infant/toddlers.

License/Certification Requirements:

Applicant must pass background investigation and a physical examination prior to appointment and must obtain a NN Operators Permit within 90 days of employment. Food Handlers Permit and a CPR Certificate. Applicant must possess a Valid State Drivers License.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***