

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOE8449637

Date Posted: 07/06/09

POSITION NO: 945017

Closing Date: 07/17/09

CLASS CODE: 3647

POSITION TITLE: HEAD START HOME VISITOR *

DEPARTMENT NAME: Navajo Head Start/Shiprock Agency

DEPARTMENT NO: 844 WORKSITE LOCATION: Tocito Home Base - Tocito, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 7am-3pm

Temporary:

Duration: 9 Months \$ _____ Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Perform duties of considerable difficulty in providing comprehensive early childhood education techniques and practices to parents, guardian or families of home based enrolled Head Start children who are 3 to 5 years old; educates parents, guardians or families of head start children on how to provide home teaching activities that stimulate social interaction, self-help skills, intellectual skills, language development, physical development, personal hygiene and nutritional eating habits. Provides teaching to head start children the Navajo language, culture and traditions, assists the parents, guardian or family in preparing and implementing lesson plans; provides feedback and recommendations on child observation development progress; conducts parent/teacher conferences; coordinates activities with other resource programs to ensure effective delivery of services to children and their families; submits monthly and other required reports; attends various meetings; provides information to parents, guardian, or families concerning their child's development; ensures compliance with tribal, state, and federal laws and regulations. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

One (1) year of preschool or structured child care experience; 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:

Knowledge of federal, state and Navajo Nation rules, regulations, policies and procedures related to preschool instruction and Head Start programs. Knowledge of early childhood teaching methods and practices; Navajo culture and its influence on the daily lives of the children and family. Knowledge of confidential record keeping and file maintenance methods and practices. Skill in planning and providing parental involvement information to families w/children ages three to five years. Skill in working w/parents, grandparents and volunteers in providing and meeting children's needs. Ability to maintain effective working relationships with community leaders and parents; ability to work extended and flexible work hours; ability to travel on a daily basis; ability to understand and communicate in the Navajo and English languages; skills in music, art, drama, and storytelling.

License/Certification Requirements:

Must pass criminal background check, fingerprinting and employee assessment prior to employment; and must possess a valid state driver's license. Within 90 days of employment must obtain a physical examination, a First Aid and Cardio Pulmonary Resuscitation (CPR) certificate, Food Handler's Permit and a Navajo Nation Vehicle Operator's Permit. Within one (1) year of employment must obtain Parent As Teachers (PAT) Certification. Some positions may require a Commercial Driver's License.

*** UNION POSITION**

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