MEMORANDUM

June 11, 2014

TO: Arizona and New Mexico Universities - Native American/American Indian Coordinators

THRU:_________________________________
      Sharon H. Singer, Assistant Superintendent
      Navajo Head Start – Dept. of Dine Education

FROM:_________________________________
      Dawn A. Yazzie, Quality Assurance Manager
      Navajo Head Start – Dept. of Dine Education

SUBJECT: Temporary Summer Employment - Navajo Head Start Recruitment, Health and Developmental Services Follow-up

This memorandum shall serve as a notice to interested and recent college graduates from your Higher Education Learning Institutions about opportunities for temporary summer employment to begin during the week of June 23 or June 30, 2014. Navajo Head Start (NHS) provides a comprehensive program to young children and their families within the boundaries of the Navajo Nation. NHS services are inclusive of an educational component, health services, early childhood mental health services and services for children identified as having developmental concerns. The Navajo Head Start central administration is seeking up to 7 college graduates with a Baccalaureate degree in Health or Nutrition Sciences, Behavior and Social Sciences, Early Childhood Education, Elementary Education or closely related field. The seven (7) positions will carry the title of Programs and Projects Specialist and will be assigned to work on the following specialized areas:

1. Five (5) positions to assist with child health screenings, child health follow up with referrals to parents, health care professionals, clinics, and hospitals.
2. Two (2) positions to assist with child health screenings, child developmental follow up with referrals to parents, local education agencies, early intervention collaboration, local school districts.
3. Travel and home visits throughout the Navajo Nation will be required for the position using a tribal vehicle. Case management for records will need to be kept for each child and their family. Other related duties as assigned may be required.
4. Pursuant to the Head Start Regulations and Navajo Head Start Background Check Policies, all applicants who meet minimum qualifications must pass a federal and tribal background check before the first day of employment.

Navajo Nation employment laws and policies apply to these positions, including the Navajo Preference in Employment Act. If you have any questions, please contact me at 928.871.6902/7663 or at dawnyazzie@navajohs.org.

Attachments: Job Description

CC: NHS Human Resource Section
    Shannon Wilson, Parent Involvement Coord.