



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 079-16

OPENING DATE: 06/06/2016

CLOSING DATE: OPEN UNTIL FILLED

POSTED: IN AND OUT

POSITION: Home Visitor

PAY GRADE: NE6 (\$12.08/hr. to \$14.19/hr.)

FLSA STATUS: Non-Exempt

DEPARTMENT: Head Start/Early Head Start/Child Care

REPORTS TO: Executive Director Head Start

This position is located at the Pueblo of Isleta Head Start/Early Head Start/Child Care, Isleta, New Mexico. The position is responsible for providing home-based educational, center-based socializations, and support services to families with young children or expectant parents, under the Early Head Start/Head Start Performance Standards, Federal and Tribal standards, regulations and laws.

Minimum Qualifications/Requirements:

- High School Diploma or GED.
- Child Development Associate Certification or one year state certification in child development.
- One year experience in child development or social services preferred.
- Associate's Degree in Early Childhood Education or Bachelor's Degree in Early Education or related field preferred.
- TIWA speaking preferred.

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities.

- Knowledge of early childhood development, diet and nutrition guidelines.
- Knowledge of typical behaviors/expectation of children.
- Skill in operating nurturing, motivating, teaching and guiding children.
- Ability to understand regulations, handbooks, and policies pursuant to Head Start Performance Standards and to meet compliance with all program rules, regulations, policies, and procedures.
- Ability to respond and remain calm in an emergency or crisis situations.
- Ability to work independently and effectively manage time, set priorities and meet deadlines
- Ability to work professionally and cooperatively with staff, parents, and community members

Other Requirements:

Individual selected is subject to the following:

- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies.
- Valid New Mexico driver's license with the ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.