

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

REQUISITION NO:	<u>DOH04320411</u>	DATE POSTED:	<u>01/04/21</u>
POSITION NO:	<u>243416</u>	CLOSING DATE:	<u>01/15/21</u>
POSITION TITLE:	<u>Programs and Projects Specialist</u>		
DEPARTMENT NAME / WORKSITE:	<u>Division of Aging and Long Term Care Support / Window Rock, Arizona</u>		
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>BJ63A</u>
WORK HOURS:	<u>8:00 AM - 5:00 PM</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: <u>                    </u> \$ <u>40,277.52</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : <u>                    </u> \$ <u>19.29</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> <u>                    </u>

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, assists the Division of Aging and Long Term Care Support and its programs with ensuring the goals and objectives are met, monitors the data collection and performs analysis for improvement. Assist with the development of the budgets, monitors expenditures and ensures compliance with applicable policies and procedures. Assist with the development of program plans, prepares reports to the funding source, and reports for the Navajo Nation Executive and Legislative Oversight Committee. Assists with the development and submission of grant applications. Develop Scope of Work for surveys and research of issues relating to the older adults. Provides training to staff on gerontology, chronic disease of the aging population, and Disease/Health Prevention. Attends meetings with the Arizona Division of Aging and other offices when required.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or in a closely related field; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge in working with older adults and in a health care setting.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**