

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0387395

Date Posted: 01/14/13

POSITION NO: 242615

Closing Date: 01/28/13

CLASS CODE: 1246

POSITION TITLE: Program Supervisor I

DEPARTMENT NAME: Community Health Representative/Outreach Program, NDOH

DEPARTMENT NO: #38 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

The Program Supervisor will oversee six (6) Community Health Environmental Research Specialist under the Birth Cohort Special Project program and develop plans and supplemental policies to assess achievement of the special project with long and short term goals and objectives. Determine performance standards to apply as criteria of effective, including formative process, impact and outcome evaluation. Collect, analyze/assess derived data for the Birth Cohort Special Project. Report effectiveness of educational programs in achieving proposed objectives. Assures program function and responsibilities of the project and assures all data collection are in compliance and meeting the requirements of the NN Human Research Review Board. Assist the Research Specialist in actively recruiting and enrolling eligible Navajo mothers to participate in the research project. Assures all training are conducted to Navajo women about the importance of prenatal care utilization and the potential health concerns associate with uranium exposure. Will assist in participating in survey administration and research methodology & facilitate environmental sampling efforts during home visits. Assure compliance of data management utilizing the CDC/ATSDR approved data management and software system, assist in develop and implement participation privacy and data security procedures. To attend updates and training and other job related in-services for the research technician and updates of the study on birth cohort. Will attend any workshop, conference, training, in-service to ensure compliance of contract, scope of work.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Public Health or Business Administration or closely related field; and

Experience:

two (2) years of program related 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, degree, diploma, certificates, licensures/permits, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of program operations and planning, supervision and personnel management procedures and practices. Knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities. Know of budget & reporting systems, financial controls, program analysis and performance measures. Skill in operating and developing, documents and reports, short and long-term plans and performance measures. Skill in the collection, analysis, and evaluation of information to arrive at sound conclusions and recommendations.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit, *preferred*.

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