THE NAVajo NATION
Department of Personnel Management
JOB VacANCY AnnOUNCEment

Requistion No: DOH11416917
Position No: 949500
Date Posted: 01/15/19
Closing Date: 02/05/19

Position Title: Health Education Technician

Department Name / Worksite: NDOH / Navajo Special Diabetes Program / Tuba City, AZ

Work Days: Monday - Friday
Work Hours: 8:00 - 5:00 p.m.
Sensitive: ☑
Non-Sensitive: ☐

Regular Full Time: ☑
Part Time: ☐
Seasonal: ☐
Temporary: ☐

No. of Hrs./Wk.: $27,601.60 PER ANNUM
Duration: $13.27 PER HOUR

DUTIES AND RESPONSIBILITIES:
Assists in planning, development and presentation of the project's diabetes prevention curriculum, public health activities and education activities, which incorporates both the Traditional and Western concepts. Coordinates and prepares formal presentations on diabetes, nutrition, wellness, healthy lifestyles for schools, public and private community organizations, chapters and community members to achieve a public common understanding and comprehensive of the effects of diabetes on the individual and family members. Assist with and develop fitness goals and objectives for participants. Conduct physical and fitness activities for participants.

Assist in the planning, editing, development and distribution of diabetes educational information, which are culturally appropriate and sensitive to the Navajo Tradition. Participate in the development and implementation of health and wellness awareness, prevention activities and campaigns such as health fairs, workshops, conferences, and training. Consults and collaborates with health care providers and health professionals in developing and maintaining public health programs with the tribe.

Perform routine administrative duties such as monthly reports, data reports, managing and maintaining assigned community assessments, resources, and data information and communicating with central staff to ensure continued daily operation of the project. Attends regular staff meetings, submits required documents for processing and procurement of necessary equipment and supplies. Take responsibility of assigned equipment. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:
● A high school diploma or GED; and two (2) years of experience in public or community health; or an equivalent combination of education and experience.

Special Requirements:
● A favorable background investigation.
● Possess a valid state driver's license.

(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:

The Navajo Nation gives preference to eligible and qualified applicants in accordance with the Navajo Preference in Employment Act and Veterans' Preference.

Revised: 03.05.18