

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05614924

DATE POSTED: 03/09/18

POSITION NO: 931221

CLOSING DATE: 03/30/18

POSITION TITLE: Community Involvement Specialist

DEPARTMENT NAME / WORKSITE: DSS / Strengthening Families Program / Tuba City, Arizona

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AI62A

WORK HOURS: 8:00 am - 5:00 p PART TIME: NO. OF HRS./WK.: _____ \$ 16.77 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 34,881.60 PER HOUR

NON-SENSITIVE TEMPORARY:

SHIFT WORK: yes

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Program Manager II. Serves as a liaison and the primary spokesperson in communicating and disseminating preventive information of family violence, domestic violence, dating violence, sex/human trafficking, and sexual assault. Including other factors leading to domestic violence such as bullying, stalking, teen dating, abuse and neglect of children, adults and elders. Respect and uphold the integrity of consumer confidentiality by ensuring all consumers information are locked, sealed and protected in accordance with program standards. Networking with various Navajo Nation programs such as Head start, Senior Centers, Youth Programs, Tribal TANF, Tribal Child Care, Tribal CPS, Youth and Treatment Centers, Workforce Development, Women Infant and Children, schools, law enforcement agencies, correctional/detention facilities, Navajo Nation Judicial Branch, Hospitals/Clinics, Community Organizations, community members, Navajo Chapter Governments, other service providers and non-profits and any other entities sponsoring prevention educational activities. Develops PowerPoint presentation and conducts presentations; develop and disseminate program brochures, conduct public speeches to small and large audiences in person, on the radio and videos. Provide preventive educational information to first responders and other interested groups, programs and individuals; provide preventive education to batterers who have been involved in family violence, domestic violence and dating violence in group sessions. Prepare, plan and/or facilitate for workshops, seminars, conferences, meetings; conduct periodic radio public service announcements, participate in live radio forums, and participate in community health fairs, resource fairs, mini-conferences, tribal fairs and other community educational awareness/outreach activities to the people living on the Navajo Nation. participate and attend after hours activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Human Services, Sociology or a related field; and three (3) years of experience in community prevention projects related to social improvements

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:

Knowledge of Navajo culture and tradition and community structures, knowledge of type and kind of public service programs available to the general public, knowledge of Navajo Nation's community development goals and objectives, knowledge of the problems associated with domestic/family violence, Skill in developing and presenting effective domestic/family violence campaigns, skill in interacting with people from various parts of the community, skill in assisting in the reduction of domestic/family violence, skill in public speaking; skill in communicating in Navajo or English languages. Ability to attend after

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