

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0387575

Date Posted: 03/11/13

POSITION NO: 947810

Closing Date: 03/22/13

CLASS CODE: 3797

POSITION TITLE: Tuberculosis Control Technician

DEPARTMENT NAME: Community Health Representative/Outreach Program, NDOH

DEPARTMENT NO: 38 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Utilizes the subjective, objective, assessment, plan (SOAP) charting method to enter client data into patient care component system and transmits to medical records department, provides direct observed therapy, makes home visits with a diagnosis of active tuberculosis disease to observe as they consume their prescribed anti-tuberculosis medication, checks for signs of complications; conducts monthly chest clinic with medical officer; counsels client regarding medication; assesses problems; translates for medical officer. Conducts chart audits to determine probable candidates for therapy and to identify health risk factors; maintains familiarity with individual client treatment status to determine type of follow-up care needed (e.g. lab work, x-ray, specimen collection, medication refills, discharge.); make home visits or locates clients in the community pursuant to referrals for irregular compliance, risk of developing medication side effects, conduct contact investigations, delivers appointment and lab slip to client. Prepares and submits reports; maintains strict confidentiality of records; maintains annual contracts with service agencies by ensuring all documents are in proper order; performs secretarial and clerical duties (e.g. typing, filing, compiling reports, scheduling appointments, sending out recall letters); attends training and staff meetings. Performs group presentation on tuberculosis disease and treatment options.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED with additional coursework in Health, Public Health, or related field; and

Experience:

Three (3) years experience providing care to tuberculosis patient/clients; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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

Special Knowledge, Skills and Abilities:

Knowledge of the various methods of providing medications to tuberculosis clients, the principles and practices of counseling, principles of epidemiology, confidentiality of records, files, and other personal information and also, the Navajo Nation rules and regulations of counseling services. Skills in active listening to obtain accurate assessments of clients and their emotional needs. Skills in analyzing data and drawing valid conclusions, assessing the emotional needs of clients. Skill in interacting with people from differing social, economic, cultural, and emotional places in their lives.

License/Certification Requirements:

Valid state driver's license, Navajo Nation Vehicle Operator's Permit, CPR, First Aide, and First Responder Certificates, ***preferred.***

Position requires a background check and relevancy assessment prior to employment.

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