

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06417586

DATE POSTED: 04/05/19

POSITION NO: 243647

CLOSING DATE: 04/18/19 - 5:00pm

POSITION TITLE: Research Assistant (4 Positions)

DEPARTMENT NAME / WORKSITE: Healthy Hunger Free Kids Act / Shiprock, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: AR56A

WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 21,320.00 PER ANNUM

SENSITIVE SEASONAL: DURATION : \$ 10.25 PER HOUR

NON-SENSITIVE **TEMPORARY:** 30-Jun-19

DUTIES AND RESPONSIBILITIES:

Under the general supervision of your agencies Program Supervisor I, Research Assistants conducts inquiries for schools participation in United States Department of Agriculture Food and Nutrition Programs. Provides analysis verbally, in written format and/or develops statistical data. Defines assigned community problems (food access barriers, logistics). Will establish facts and draw valid conclusions; prepares reports and studies for use by the Healthy Hunger Free Kids Act as well as the Navajo Department of Health. Works will be completed in a variety of occupational fields, such as education, health or social science. Performs related work as assigned. Searches multiple sources, such as reference works, literature, documents, newspapers and statistical records to obtain data pertaining to the four assigned communities. Recruits individuals as well as groups for participation in research study; assists in the development of survey instruments; records participant's responses to questionnaires. May conduct interviews with individuals to obtain data and may tape record information; contacts participants to ensure complete responses are received for survey data; correlates group discussions to acquire information relevant to the research subject; establishes and maintains records of research data, participants and supplies; analyzes and evaluates applicability of collected data; prepares reports or presents data in formats such as abstracts, bibliographies or graphs. Develop community presence and collaborate with in the assigned communities and work closely with community representatives (Community members, Chapter Officials & School Officials) to increase USDA Food and Nutrition Program participation and Healthy Food Access rates. Educate communities and report the studies findings. May collaborate and/or assist with other HHFKA agency initiatives.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year of experience involving the survey collection of statistical, demographic and/or research analysis; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license. Possess personal transportation and valid vehicle insurance. Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(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:

Preferred Qualifications: Two (2) years of experience in statistical, demographic and/or research analysis. Proficient in Microsoft Word and Excel software or other computer applications. Flexibility to complete field work after hours and during the weekend, schedule may vary depending on individuals schedule, community chapter house and school board meetings. Great communication skills including verbal and in written form. Some background, knowledge and/or experience in Health, Health Education, United States Department of Agriculture Food and Nutrition Programs, and/or community gardens.