

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DOH1143108
POSITION NO: 944471
CLASS CODE: 3721

Date Posted: 04/26/11
Closing Date: 05/09/11

POSITION TITLE: Health Educator
DEPARTMENT NAME: Navajo Health Education Program
DEPARTMENT NO: 114 WORKSITE LOCATION: Gallup, New Mexico
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R63A
Days: MON - FRI Permanent:
Hours: 8:00 am - 5:00 pm Temporary: SALARY:
Part-Time: Duration: \$ 34,944.00 Per Annum
No. of Hrs/Wk: 40 \$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Under the general supervision of a Sr. Health Educator perform professional health education of moderate difficulty by developing and implementing specialized programs or a series of health program.

To develop and implements public health education program is specialized fields, including but not limited to preventive health education, emergency response & public health, chronic and communicable disease, environmental health, school health education , etc; coordinates peer education at schools, communities, worksites; develop and implement to analyze needs assessments; ability to formulate program goals, objectives, methods, and evaluation strategies for specific programs and participate in the development of specific phases of more complex projects; maintains strict confidentiality of records.

Plans, develops, organizes conducts informational and training sessions on assigned health topics; conducts health screenings and make referrals to appropriate medical authorities, serves as liaison between individual, health care providers and community organizations to coordinate resources and services to promote health education program assists in the design, preparation, field testing and evaluation of a variety of health education materials; recommends the use and distribution of education materials for training sessions, workshops, conferences and professional presentations.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Health Education, Health, Behavioral Health, or related field; and

Experience:

One (1) year of health education 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 transcripts, certificates, degree, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of public health education methodology and principles. Knowledge of tribal, state and public health organizations their function and services. Skills in communication and maintaining positive working relationships. Public speaking skills to include ability to interpret medical terminology. Must be bi-lingual (Navajo and English)

License/Certification Requirements:

Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit. Must obtain within 90 days of employment: a Cardiopulmonary Resuscitation (CPR) Certificate, and a First Responder Certificate.

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