

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0387802

Date Posted: 05/06/13

POSITION NO: 947820

Closing Date: 05/17/13

CLASS CODE: 3796

POSITION TITLE: Social Hygiene Technician

DEPARTMENT NAME: Community Health Representative/Outreach Program, NDOH

DEPARTMENT NO: #38 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: R59A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 - 5:00

Temporary:

Duration: \_\_\_\_\_ \$ 24,752.00 Per Annum

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Social Hygiene Technician will work closely with the hospitals, laboratories and other health care facilities and/or providers to retrieve confidential patient information. Duties include interviewing, investigating, and locating individuals who are infected or suspected of being infected with sexually transmitted diseases. The technician will assist in the diagnosis, treatment, and follow up of patients. It will be necessary to accurately complete and submit all required epidemiological forms, monthly reports, mileage reports, time sheets, laboratory reports and other required documents in a timely matter. In addition, the technician will be required to provide technician assistance to state and local health department officials. Technician will also ensure that patients are seen in a timely matter, medical records available and documentation is clear and accurate. Technician may also be expected to input highly confidential data on patients into an epidemiologic database (STD\*MIS) for the fulfillment of the grant's terms of agreement, tribal, state and/or federal laws. It will be important to establish and maintain communication between the following: medical records, laboratory, PHN, field clinicians, physicians and other public health workers. It may be necessary to collect blood (phlebotomy) or non-blood specimens for syphilis and HIV testing. Technician will provide health education in group and/or individual formats to all STD patients, contacts, schools, chapter houses, health providers and communities within the New Mexico Service Units. Technician will be required to attend STD/HIV updates, trainings and other job related in-services, workshops, and conferences to ensure compliance of contract, scope of work and program objectives. Technician will be required to perform other duties if necessary and requested by the Social Hygiene Program and/or the funding source.

**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 working in a community based health care program; 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 degrees, 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 services to patients, the principles and practices of providing health education, communicable diseases services and other public health practices. Skills in customer service, counseling, and group presentation. Understanding sexually transmitted diseases, how they can be prevented, and their complications. Familiarity with medical records and confidentiality. Skilled in data entry.

**License/Certification Requirements:**

Valid State Driver's License and Navajo Nation Vehicle Operator's Permit, *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*