THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**LB00310158**	DATE POSTED:	**05/18/15**
POSITION NO:	**243494**	CLOSING DATE:	**06/02/15**
POSITION TITLE:	**Community Involvement Specialist**		
DEPARTMENT NAME / WORKSITE:	**LB/Buy-Back Program/Crownpoint, NM**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☐		GRADE/STEP:	AB62A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 16.36	PER HOUR
		TEMPORARY:	☑	May 2015 - Apr 2016		

DUTIES AND RESPONSIBILITIES:

Providing outreach information to individuals with special attention to allotment owners and tribal leaders; disseminate and provide information on the program that is consistent; answering allotment owners questions fairly and offering services to helping them complete their interest packets; hosting outreach events, attending local, community, agency-wide meetings; conducting shareholder workshops and conferences; providing information on the opportunity for allotment owners to understand the program activity and their option to participate; to inform and educate allotment owners to understand the decision for them to sell or not; maintaining tracking database of allotment owners, allotment ID, dates of contact, information provided, and comments. Implementing successful outreach practices and providing interpretive materials of the Buy-Back Program. Serving as technical liaison staff to local communities and Buy-Back Program. Minimally supervise Office Specialist and coordinate with other Community Involvement Specialist and upper Buy-Back Program management staff. Contribute to the compilation of quarterly and other required programmatic reporting, maintaining statistical Office visitations by public/clientele for inclusion in required reporting. Provide periodic clientele referrals to designed center. Will keep a log on notaries signed on behalf of documents committed to by individuals.

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 development projects related to social improvements.

Preferred Qualifications:

- Two (2) years of community development projects relating to social improvements and crisis intervention.
- Proficient in Microsoft Office software or other computer applications.
- Required Incumbent will be trained to be Public Notary; will sign Oath of Statement to assure non-disclosure of individual and private information about clientele.

Special Requirements:

- 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 good program information management; public speaking skills in both Navajo and English languages; communicating with all types of entities in Federal and Tribal governments, Navajo Nation chapters, etc. Knowledge of public speaking and communicating program information to public/clientele.

<<A favorable background investigation is required>>

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