

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0647826
POSITION NO: 941540
CLASS CODE: 1960
POSITION TITLE: _____

Date Posted: 05/20/13
Closing Date: 06/04/13

DEPARTMENT NAME: Navajo Division of Health

DEPARTMENT NO: 64 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R67A

Days: Mon - Fri

Permanent:

SALARY: _____

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 49,067.20 Per Annum

Part-Time:

No. of Hrs/Wk: _____ \$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Plans, organizes and performs assignments pertaining to the area of public or community health issues applicable to program facility planning. Prepares reports and recommendations pertaining to community health plans, general plans and special project plans. Seeks and submits competitive grant proposals/application for programs and projects. Manages and monitors the evaluation of projects for compliance. Monitors and reports on project progress, expenditures and research findings. Plans, develops and implements research studies, project objectives, research designs.

Develops instrument for evaluation research study, survey development projects for data collection, data analysis and prepares professional paper for scientific journals and conferences. Assists and provides technical guidance or training of subordinate professional planners. Consults with experts in planning and conducting research studies and projects.

In conjunction with professional epidemiologist, will design surveillance systems and program evaluation methodology for the division's health programs or special projects. Will analyze, interpret and disseminate results. Explains and gains support of employees for management policies and goals.

QUALIFICATION REQUIREMENTS:

Education/Training and Experience:

A Master's degree in Community Planning, Public Health, Architecture, Engineering, Sociology, Geography, Economics, Political Science or closely related area; and

Experience:

Six (6) years of experience in urban or regional planning or in public health, two (2) years of which must have been in a supervisory capacity; 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:

Strong written, verbal, analytical, interpersonal skills; ability to be a team member; bilingual required.

Knowledge of public health practices and trend;

Knowledge of planning concepts, principles, techniques, and practices;

Knowledge of public health agencies including community organizations;

Strong background in monitoring program compliance regarding contracts;

Familiarization of the social, economic and political make up of the Navajo Nation;

Ability to use initiative in developing public health planning programs.

License/Certification Requirements:

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

VETERAN'S 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