

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH11415476

DATE POSTED: 05/23/18

POSITION NO: 949497

CLOSING DATE: 06/14/18

POSITION TITLE: Health Education Technician

DEPARTMENT NAME / WORKSITE: Navajo Health Education Program/ Gallup, NM

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: A159A

WORK HOURS: 8:00 am - 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 29,936.00 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 12.95 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Assist in planning, development and implementation of Public Health Education services to meet goals and objectives of Navajo Health Education Program. Assist in the development and implementations of data collection to determine short and long term health needs and priorities for Health Education services at the service unit level. Access individual and community needs for health education; plan health education, strategies, interventions, and program; serve as a health education resource person; communicate and advocate for health and health education.

Provides public health education services for patients, community members, K-12 and college students and worksite employees. Coordinates and collaborates services with various multi-disciplinary health care providers, fire, emergency and public safety personnel. Ensure delivery of a comprehensive approach of health information dissemination, including multi-media resources.

Assessing individual and community needs to plan and implement effective Health Education services. Evaluate the effectiveness of health education and be a resource person for health education. Have expertise in planning for public health presentations, including tact and respect of confidentiality. Plans and presents health information to targeted audience to raise community awareness of living healthy and maintaining health conditions.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of experience in public or community health; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- 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 public health education methods and principles. Knowledge of tribal, state and public health organizations their function and services. Skilled in communication and maintaining positive working relationships. Public speaking skills are required. Ability to interpret medical terminology. Bi-lingual speaking preferred (Navajo and English). Skills at multi-tasking since position will respond to multiple public health issues, and building capacity with varying organizational structures. Skill in technical report writing must obtain. FMIS Certification within the first six (6) months of employment. Proficient with Microsoft and /or other computer software.

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