

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

REQUISITION NO: DOH11415477

DATE POSTED: 05/23/18

POSITION NO: 949486

CLOSING DATE: 06/14/18

POSITION TITLE: Senior Health Educator

DEPARTMENT NAME / WORKSITE: Navajo Health Education Program/ Window Rock, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: A165A

WORK HOURS: 8:00 am-5:00 PM PART TIME:  NO. OF HRS./WK.: 40 \$ 44,720.00 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \$ 21.50 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Under the general supervision of the Program Manager III perform professional health education services of moderate difficulty using health education methods and principles – assessment, planning, coordinating, developing, implementing and evaluating specialized programs or a series of health programs. Senior Health Educator will assist with formulating Program goals, objectives, service delivery methods and evaluation strategies and participate in the development of specific phases of more complex projects. Supervision of three (3) field staff required. Maintains strict confidentiality of employee and client information and records. Implements performance measures to determine if out measures are met.

Delivers community health education, and trainings on specialized health topics, including but not limited to: promoting healthy living, preventing or maintenance of chronic and communicable diseases, providing school health education services, injury prevention, responding to declared emergencies and promoting environmental health. Coordinates peer education at schools, communities, worksites. Design and deliver presentations on a variety of health topics including substance abuse, sexual health, physical activity, chronic and communicable diseases, and emergency preparedness.

Attends meetings with community - based organizations such as Chapters, Schools, Headstart and Youth. Maintains communication with Program Manager and Service Area staff.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Health Education, Health, Behavioral Health, Social Science or related field; and two (2) years health education experience; one (1) year of which must have been in a supervisory capacity; 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 methodology 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, sites and structures. Skill in technical report writing. CPR Certificate, First Aid Certificate and special training which are deemed necessary for health education practice. Preferred Emergency Management training in the National Incident Management System (NIMS) certified in NIMS 800, 700, and 100. CHES certification preferred. Must obtain FMIS Certification within the first six (6) months of employment. Proficient with Microsoft an d/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.***