DUTIES AND RESPONSIBILITIES:
Assists in planning, development and presentation of the project's diabetes prevention curriculum, public health activities and education activities, which incorporates both the Traditional and Western concepts. Coordinates and prepares formal presentations on diabetes, nutrition, wellness, healthy lifestyles for schools, public and private community organizations, chapters and community members to achieve a public common understanding and comprehensive of the effects of diabetes on the individual and family members. Assist with and develop fitness goals and objectives for participants. Conduct physical and fitness activities for participants.

Provide individual and group support services with other project staff for those affected by diabetes and its complications. Ensure that accurate and appropriate educational and prevention information is provided in both the Navajo and English languages.

Assist in the planning, editing, development and distribution of diabetes educational information, which are culturally appropriate and sensitive to the Navajo Tradition. Participate in the development and implementation of health and wellness awareness, prevention activities and campaigns such as health fairs, workshops, conferences, and training. Consults and collaborates with health care providers and health professionals in developing and maintaining public health programs with the focus in overall total health.

Perform routine administrative duties such as monthly reports, data reports, managing and maintaining assigned community assessments, resources, and data information and communicating with central staff to ensure continued daily operation of the project. Attends regular staff meetings, submits required documents for processing and procurement of necessary equipment and supplies. Take responsibility of assigned equipment. Other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A high school diploma or GED; and two (2) years of experience in public or community health; or an equivalent combination of education and experience.

Special Requirements:
• Possess a valid state driver's license.

Supplemental Information
• Persons hired in this position must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate and a First Responder Certificate within 90 days of date hire. Depending upon the needs of the Nation, some incumbents of the class may require to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(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:

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