

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DOH03814049</u> | DATE POSTED: | <u>07/03/17</u> | | |
| POSITION NO: | <u>244005</u> | CLOSING DATE: | <u>07/17/17</u> | | |
| POSITION TITLE: | <u>Community Health Environmental Research Technician (S) (Temporary)</u> | | | | |
| DEPARTMENT NAME / WORKSITE: | <u>DOH/CHR/Outreach Program, Gallup, NM</u> | | | | |
| WORK DAYS: | <u>Monday - Friday</u> | REGULAR FULL TIME: | <input type="checkbox"/> | GRADE/STEP: | <u>AB62A</u> |
| WORK HOURS: | <u>8:00 a.m. - 5:00 p.m.</u> | PART TIME: | <input type="checkbox"/> | NO. OF HRS./WK.: | <u>\$ 34,028.80</u> PER ANNUM |
| | | SEASONAL: | <input type="checkbox"/> | DURATION : | <u>\$ 16.36</u> PER HOUR |
| | | TEMPORARY: | <input checked="" type="checkbox"/> | | |

DUTIES AND RESPONSIBILITIES:

Conducts outreach and recruitment activities of the Navajo Birth Cohort Study such as community forums, presentations and health fairs to communities, chapters and health care providers to discuss and raise awareness of potential health impact resulting from exposure to uranium; provides health education, outreach and training to pregnant women and community members; assist in implementation of privacy and data security procedures; participates in survey administration and research methodology; prepare reports or presents data in formats such as abstract's, bibliographies or graphs to supervisor; provides input on sustainability of project. Actively recruits and enrolls eligible Navajo mothers to participate in research project; conducts interviews with clients to obtain data, may tape record information; assists with data collection; records participant's responses to questionnaires. Schedules appointment and make home visits to ensure Navajo mothers are meeting prenatal goals. Conducts training to educate Navajo women about the importance of prenatal care utilization and the potential health concerns associated with uranium exposure; provides training sessions to clients on study; work with Community Health Workers and other partners of the Navajo Birth Cohort study, serves as an integrated regional team member; correlates group discussions to acquire information relevant to the study, attends meetings, training, conference and other job related in-services to ensure compliance with contract, scope of work and objectives of project.

Minimum Qualifications:

- A high school diploma/GED; and four (4) years of work experience in health care, public health education or providing patient care; or an equivalent combination of education and experience.

SPECIAL REQUIREMENTS:

- A favorable background investigation is required.
- 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 principles & practices of providing health education services, available health and public resources in the community, principles and practices of counseling. Knowledge of privacy and security rules and regulations; confidentiality of records, files and personal information, research methods or practices and conducting interviews. Skills in expressing or exchanging ideas by means of verbal or written communication to impart information & convey detailed instructions to participants or to the public. Skills in providing group presentation to the general public and clients. Ability to communicate effectively in both English and Navajo Languages.

<<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.

