**DUTIES AND RESPONSIBILITIES:**

Development, operation, construction of services and facilities; Development on health programs in public related public health and health service delivery; advises the department and Tribal government on achieving positive health outcomes; advises on grant opportunities and to ensure comprehensive health services are provided to the Navajo people. Advises on the legal and procedural requirements to process health facility construction in communities either through 638 or federal acquisition. Assist in reports and position papers that support health service needs, and public health needs, as well department reporting requirements to standing committee, Navajo Nation branches, and funding agencies. Assist in development of presentations and formal documents. Assist in policy and procedure development to support contract compliance, local, state, and federal laws. Develops policy and procedures to support local, state, or national accreditations. Provided technical assistance to active steering communities to assist in planning, design, and construction. Attend meetings, communicate with all stakeholders, and ensure all stakeholders follow the process for acquiring land and buildings for new or replacement of health facilities.

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

**Minimum Qualifications:**
- A Bachelor’s degree in Health, Social Science or Community Planning, in a related academic discipline; and four (4) years of professional public health planning experience; 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 practices and trends.

Knowledge of planning concepts, principles, techniques and practices.

Knowledge of public health agencies and component services, including community organizations.

Skill in observing and monitoring programs to determine compliance with contractual requirements.

Ability to plan, implement, coordinate and evaluate the health delivery service of a major health or human service system.

Ability to develop reports, position papers and testimonies.

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