

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0936807**

Date Posted: **07/16/12**

POSITION NO: **931221**

Closing Date: **07/27/12**

CLASS CODE: **3821**

POSITION TITLE: **Community Involvement Specialist**

DEPARTMENT NAME: **Navajo Division of Social Services/Western Navajo Regional Office**

DEPARTMENT NO: **93** WORKSITE LOCATION: **Tuba City, AZ**

WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R62A**

Days: **Mon - Fri** Permanent: SALARY:

Hours: **8:00am - 5:00pm** Temporary: Duration: _____ \$ **15.42** Per Annum

Part-Time: No. of Hrs/Wk: **40** \$ **32,073.60** Per Hour

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of Principal Social Worker, Children & Family Services Office. Performs liaison duties of moderate difficulty in disseminating information regarding a wide area of social and community service programs toward improving communities across the Navajo Nation. Serves as a technical resource person, representing the Navajo Nation in communicating and disseminating information on program activities and service across the Navajo Nation. Arranges program presentation for programs. Coordinates numerous community support programs. Maintains communication through meetings and written correspondence. Informs the general public of program services through media, television, radio, newspaper, etc. Disseminates information on program activities and services. Selects materials to be used for each program. Submits monthly reports. Attends meetings, in-service, trainings, seminars and workshops to keep abreast of current issues and information. Networks with tribal and private entities in sponsoring prevention education and activities for the general public. Maintains continuous effort to create awareness of the effects of domestic violence/family violence/alcohol abuse, etc. through various means and effective strategies (media, conferences, workshops, community education, etc. Enhances the coordination and collaboration among law enforcement, prosecutors, the courts and victims. Performs other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Sociology or a related field; and *(to receive full credit for education/training applicant must submit copies of transcripts, degrees and current certificates)*

Experience:

four (4) years experience in community development projects related to social improvements; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of Navajo culture and community structures, type and kind of public service programs available to the general public, Navajo Nation's community development goals and objectives, intervening on behalf of families where domestic violence occurs, principles and practices of the 12-step approach to rehabilitation, problems associated with alcohol and drug usage, proper protocols involved with alcohol/drug counseling. Developing and presenting effective anti-alcohol/drug counseling. Interacting with people from various parts of the community. Assisting in the reduction of violence in the home. Communicating, both orally and in writing.

License/Certification Requirements:

Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's permit.

VETERAN'S PREFERENCE APPLIES

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

Revised: 1-15-99