

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH11414164</u>	DATE POSTED:	<u>08/08/17</u>		
POSITION NO:	<u>949491</u>	CLOSING DATE:	<u>08/21/17</u>		
POSITION TITLE:	<u>Senior Health Educator (S)</u>				
DEPARTMENT NAME / WORKSITE:	<u>DOH/Navajo Health Education Program/Winslow, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB65A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>44,054.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>21.18</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

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. Maintains strict confidentiality of employee and client information and records. Use Microsoft Office software to develop PowerPoint presentations, use Excel to produce reports and data, etc.

Delivers community health needs assessments. Plans develop, organize, implement and deliver direct public health education programs 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. Manage community/public health awareness and wellness events for monthly health observances.

Supervision of field staff required. Serves as a liaison between individual, health care providers, and community organizations to coordinate resources and services to promote health education services. Assist in the design, preparation, field testing and evaluation of a variety of health education materials; recommend the use and distribution of educational materials for training sessions, workshops, conferences and professional presentations.

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 of 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:

- Possess a valid state driver's license.
- A favorable background investigation is required.

(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 issues, sites and structures.

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