

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07218557 DATE POSTED: 08/28/19
POSITION NO: 244488 CLOSING DATE: 09/11/19
POSITION TITLE: Recreation Aide (S) (2 Positions)
DEPARTMENT NAME / WORKSITE: NDOH/Division of Behavioral and Mental Health Services, Window Rock, Arizona

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR55A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>19,552.00</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>9.40</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	_____

DUTIES AND RESPONSIBILITIES:

Incumbent of this position will support the goals and objectives of the SASPP Gen-I grant, which aims to increase suicide and substance misuse prevention activities. The types of activities include Youth/Elder Summit; Youth Traditional Cultural Summit; Faith-Based Summit; Building Communities of Hope; Being Resilient and Coping with Stress; Youth and Family activities at all DBMHS sites. Will use knowledge and skills to assist/lead recreation programs and activities that promote positive factors and wellness. Will also develop/assist recreation programs and games that are suitable for children.

In collaboration with the Recreation Specialist, will plan, coordinate, and supervise experiential activities within chapters, schools, and other community events to build resiliency, promote positive development, and increase self-sufficiency among Native youth. Locations include public schools, BIE bureau operated school; BIE tribally controlled schools; Navajo Nation fairs; Navajo Nation chapter houses; Navajo Nation towns and border towns. Experiential activities can include sports, fitness runs, and arts and crafts.

Additional duties include setting up for program activities such as loading/unloading equipment, setting up courses for physical activities, monitoring attendees, and conducting surveys to find recreational needs; serving as an on-site assistant, observing and/or participating in activities, and other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School Diploma/GED; and one (1) year of recreational fitness or wellness experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Possess current Cardiopulmonary Resuscitation (CPR), First Aid Certification and Food Handler's Permit.

(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 basic operations, services and activities of a recreation program; knowledge of general sports and recreational activities and programs including the techniques, rules and equipment used in various sports, games and special event; knowledge of active and passive game activities suitable for children; skill in first aid methods and safety precautions used in the recreational field; and skill in establishing and maintaining effective working relationships.

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