DUTIES AND RESPONSIBILITIES:
This position will coordinate and communicate consistently with federal partners such as the Indian Health Service (including the Navajo Area IHS and P.L. 93-638 health care facilities) and Centers for Disease Control & Prevention (CDC) to ensure compliance with this cooperative agreement and to coordinate and assist epidemiologists in the development of public health (PH) data agreements for PH surveillance systems and datasets; will coordinate to develop procedures, plan of operations and response plans; will collaborate with State and County health departments such as Utah, Arizona, and New Mexico, to support Navajo Epidemiology Center’s (NEC) initiatives; and with regional and local entities to provide outreach, education, and establish partnerships. This position must demonstrate effective and efficient communication skills across diverse sectors, be familiar with public health data indicators and how to share complex information with different audiences, and be familiar with technology to carry out activities. Must also be familiar with program planning, management, evaluation, performance measures and milestones. This position will receive regular guidance from the NEC Program Manager (on a weekly basis), input and guidance from federal Project Officers who oversee this federally funded cooperative agreement (monthly and on an as-needed basis); and NEC staff meetings to discuss project activities and milestones.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)
Minimum Qualifications:
• A Bachelor’s degree in Public Health, Community Health, Health Education, Behavioral Health, or related field; and six (6) years of responsible programs related administrative experience; or an equivalent combination of education and experience.

Special Requirements:
• Possess a valid state license.
• A favorable background investigation.

(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 budget and reporting systems, program analysis and performance measures. Knowledge of modern principles and practices of public administration. Knowledge of Navajo Nation, Federal, and State Laws, Regulations and Guidelines Governing aspects of tribal operations relative to project/program responsibilities. Knowledge of project/program operational activities, mission and client service requirements. Skill in preparing and developing documents and reports, computer databases and spreadsheets files. Skill in managing staff and complex internal relationships, maintaining open communication and effective working relationships, providing advice and direction to subordinate staff. Skill in developing and analyzing program operating systems, procedures and controls.

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