THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH11410759**	DATE POSTED:	**09/14/15**
POSITION NO:	**241271**	CLOSING DATE:	**09/25/15**
POSITION TITLE:	**Health Education Technician (S)**		
DEPARTMENT NAME / WORKSITE:	**DOH/Health Education Program/Red Mesa, AZ**		

WORK DAYS:	**Monday-Friday**	REGULAR FULL TIME:	☑			GRADE/STEP:	**AB59A**
WORK HOURS:	**8 am- 5 pm**	PART TIME:	☐	NO. OF HRS./WK.:		$ **26,270.40**	PER ANNUM
		SEASONAL:	☐	DURATION :		$ **12.63**	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Assist in planning, development, and implementation of Public Health Education services to meet goals and objectives of Navajo Health Education Program. Assist in the development and implementations of data collection to determine short and long term health needs and priorities for Health Education services at the service unit level. Access individual and community needs for health education; plan health education, strategies, interventions, and programs; serve as a health education resource person; communicate advocate for health and health education.

Provides public health education services for patients, community members, K-12 and college students and worksite employees. Coordinates and collaborates services with various multi-disciplinary health care providers, fire, emergency and public safety personnel.

Assessing individual and community needs to plan and implement effective Health Education services. Evaluate the effectiveness of health education and be a resouce person for health education. Have expertise in planning for public health presentations, including tact and respect of confidentiality. Plans and presents health information to targeted audience to raise community awareness of living healthy and maintaining health conditions.

Use Microsoft Office software to develop Power Point presentation and use Excel to produce reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of experience in public or community health.

Preferred Qualifications:

- An associate's degree in Public Health/Community health, health or related.
- Two (2) years experience in public or community health providing health prevention education.
- National Incident Management System Training.

Special Requirements:

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

Supplemental Information:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate and a First Responder Certificate within 90 days of hire date. Depending upon the needs of the Nation, some incumbents of the class may require to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(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 the principles and practices of public health, behavioral health and social issues. Knowledge of the principles and practices of practices of educational programs. Knowledge of epidemiology principles. Knowledge anatomy and physiology of the human body system. Knowledge of Navajo customs and traditional practices. Knowledge of tribal public health, state and federal regulations, codes and statutes. Skill in reading and interpreting legal requirements. Skill in analyzing data and drawing conclusions. Skill in developing culturally appropriate teaching materials. Skill in analyzing and interpreting federal, state and tribal laws. Skill in public speaking and communication methods and techniques. Skill in establishing and maintaining effective interpersonal relationships. Ability to provide health prevention education demonstrations.

<<A favorable background investigation is required>>

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