

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH03820041</u>	DATE POSTED:	<u>09/14/20</u>		
POSITION NO:	<u>244137</u>	CLOSING DATE:	<u>09/25/20 - 5:00pm</u>		
POSITION TITLE:	<u>Community Health Environmental Research Technician</u>				
DEPARTMENT NAME / WORKSITE:	<u>CHR/Outreach Program, Tuba City, Arizona</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BC62A</u>
WORK HOURS:	<u>8:00 am-5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 36,462.40</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 17.53</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

The Community Health Environmental Research Technician will conduct surveys, obtain consent forms and assist with data collection. Ensure consents forms, questionnaires/surveys and protocols meet the requirement of the Navajo Nation Review Board. Assist with briefing communities, tribal leaders, and health care providers to help raise awareness and obtain resolutions when necessary. Conduct outreach activities such as community forums, presentation and health fairs to communities, chapter leaders and health care providers to discuss and raise awareness about the potential health impact resulting from exposure to uranium. Actively recruit and enroll eligible Navajo mothers to participate in the research project. Conduct training to educate Navajo women about the prenatal care and the health concerns dealing with uranium exposure. Schedule follow up appointments and home visits with Navajo mothers that are meeting prenatal goals. Enter and manage data utilizing University of New Mexico/Community Environmental Health Program approved data management and software system, assist in develop and implementing participation privacy and data security awareness. Provide input on plan of the project and will work with Community Health Workers and partners of Navajo Birth Cohort Study. Stores and maintains records of specimen collections and logs, charts, and records data for the supervisors. Will also correlate group discussion to acquire information relevant to the research study. Attends training, conference and scheduled meetings. Other duties assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and four (4) years of work experience in health care, public health education or providing patient care; or an equivalent combination of education and experience.

Special Requirements:

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

(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 providing health education services, available health and public resources in the community. Knowledge in applicable privacy and security rules and regulations; confidentiality of records, files and personal information. Knowledge of Navajo Nation rules and regulations of counseling services. Skill in expressing or exchanging ideas by means of verbal or written communication to impact information and to convey detailed instructions to participants or to the public. Skills in interacting with clients. Skills in providing counseling and care to clients and providing group presentation to the general public and clients. Skills in the use of personal computers and database to research, update and maintain records. Ability to communicate effectively in both English and Navajo languages. Interacting with people from different social, economic, cultural and emotional places in their lives.

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

Revised: 03/05/18