

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06420036

DATE POSTED: 09/14/20

POSITION NO: 945797

CLOSING DATE: OUF

POSITION TITLE: Health Education Technician

DEPARTMENT NAME / WORKSITE: Navajo Department of Health; Navajo Cancer Prevention Program; Kayenta, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BC59A

WORK HOURS: 8:00am -5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 28,163.20 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 13.54 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Assist in developing and disseminating program service and public health information on breast and cervical cancer through education and outreach. Assist in collection of education and outreach data that will be used to set and implement performance measures for short and long term objectives for the service area and the program. Assist clients with navigation services to complete in-take form and provide translation to get them to cancer screening. Assists in creating survey/questionnaires for accessing community knowledge on cancer and evaluating what is being provided. Be a community resources for services and knowledge to its members and to health care facilities. Communicate and maintain working relationship with community organizations, employers, schools, chapters, and other entities that will partner with the program to expand cancer education to their members or those they serve. Collaborate with tribal, state, and federal health entities to coordinate efforts to provide cancer education to the communities. Provide routine administrative duties such as reports, data collection, and contacts of other resources or partners that maintain continuation of daily program operations. Attend meeting as requested, submit any requested information in a timely manner, and other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of experience in public or community health; 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 public health education method and principles. Knowledge of tribal, state and public health organizations functions and their 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). Skill at multi-tasking since position will respond to multiple issues, sites and organizations.

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