

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH03820226</u>	DATE POSTED: <u>10/21/20</u>
POSITION NO: <u>244556</u>	CLOSING DATE: <u>11/10/20</u>
POSITION TITLE: <u>Community Involvement Specialist</u>	
DEPARTMENT NAME / WORKSITE: <u>CHR/Outreach Program, Window Rock, AZ</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>
WORK HOURS: <u>8:00 am-5:00 pm</u>	PART TIME: <input type="checkbox"/>
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>
	NO. OF HRS./WK.: _____
	DURATION : _____
	GRADE/STEP: <u>BC62A</u>
	\$ <u>36,462.40</u> PER ANNUM
	\$ <u>17.53</u> PER HOUR

DUTIES AND RESPONSIBILITIES:

Assist the Health Educator and Good Health and Wellness in Indian Country (GHWIC) team to provide health educational services to individuals and families within the community to assure that strategies, tasks, and activities identified in the Scope of Work (work plan) are carried out and met. Provides health education to individual or group presentation on health related issues such as diabetes, hypertension, smoking, high blood cholesterol. Assist GHWIC team with identifying work plan activities, resources - such as National Diabetes Prevention Program diabetes modules, and identifying smoking cessation resources and informing communities of the availability of such resources. Assist the GHWIC team in carrying out the Scope of Work activities/tasks with shrewdness and willingness to engage in the requirement of the CDC funding source, including cultural adaptations of effective public health interventions for cultural integrity, public health education and community involvement. Coordinates services and assists communities in the use of other available resources and assist with identifying resources available throughout the community. Sets up booths at health fairs to provide educational information such pamphlets, resources listing, GHWIC project activities on health topics: diabetes, hypertension, high blood cholesterol, smoking. Assists with walks/fun runs, i.e. Just Move It and other physical activities to prevent diabetes, hypertension. Attends meetings and health related in-service trainings. May provide translation as needed. Provides reports/feedback and make recommendations for improvement to the Department Manager. Have strong communications skills, written and verbal, to provide efficient and prudent meetings and reporting.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Sociology or a related field; and four (4) year experience in community development projects related to social improvements; 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 Navajo culture and community structures, knowledge of type and kind of public services programs available to the general public. Knowledge of Navajo Nation's community development goals and objectives, Skills in interacting with people from various parts of the community. Skills in assisting in the reduction of diabetes, hypertension and smoking. Skill in communicating, both orally and in writing.

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