

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH0728287</u>	TEMPORARY POSITION	DATE POSTED: <u>11/04/13</u>
POSITION NO: <u>242905</u>		CLOSING DATE: <u>11/18/13</u>
POSITION TITLE: <u>Community Involvement Specialist</u>		
DEPARTMENT NAME / WORKSITE: <u>Department of Behavioral Health Services/Navajo Nation Wide</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>Y62A</u>
WORK HOURS: <u>80 hrs.</u>	PART TIME: <input type="checkbox"/>	\$ <u>15.88</u> PER ANNUM
	SEASONAL: <input type="checkbox"/>	\$ <u>33,030.40</u> PER HOUR
	TEMPORARY: <input checked="" type="checkbox"/>	NTE: 08/31/2014

DUTIES AND RESPONSIBILITIES:

Serves as a technical resource person, representing the DBHS/Prevention Component/Domestic Violence Prevention Initiative in communicating and disseminating information on prevention and program activities and services of significance importance to communities across the Navajo Nation; arranges prevention presentation for program sponsors; coordinates numerous community support programs engaged in improving community awareness across the Navajo Nation.

Keeps communication lines open through meetings and written correspondence with entities; informs the general public of program services through the media, television, radio, newspaper, etc.; disseminates information on program activities and services; gathers materials used to reach the general public on the varied services available; selects materials to be used for each program; submits monthly reports, attends meetings, and training to keep abreast of current issues and information.

Networks with tribal and private entities in sponsoring prevention education and activities for the general public; maintains continuous efforts to create awareness of the effects of domestic violence/family violence/alcohol abuse, etc. through various means and effective strategies (media, conferences, workshops, community education, etc.; enhances the coordination and collaboration among law enforcement, prosecutors, the courts and victims).

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

An Associate's degree in Sociology or a related field; and four (4) years experience in community development projects related to social improvements; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(In order 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, language and community structures; knowledge of type and kinds of faith based organizations available to the general public; knowledge of Navajo Nation community mobilization goals and objectives; knowledge of intervening on behalf of families where domestic violence occurs; knowledge of principles and practices of the 12-step approach to rehabilitation; knowledge of the prevention service models associated with alcohol and drug usage.

Skill in developing and presenting effective anti-alcohol/drugs campaigns; skill in interacting with people from various parts of the community; skill in assisting in the reduction of violence in the home; skill in communicating, both orally and in writing.

Special Requirements:

Work involves moderate effort in providing community mobilization services.

Ability to speak and communicate effectively in the Navajo and English languages.

Position requires a background check and suitability assessment prior to employment.

VETERANS' PREFERENCE APPLIES

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