

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH05022137

DATE POSTED: 11/08/21

POSITION NO: 946123

CLOSING DATE: 12/1/2021 BY 5 pm

POSITION TITLE: Sanitarian

DEPARTMENT NAME / WORKSITE: NDOH/Navajo Office of Environmental Health & Protection Program - Shiprock Service Unit

WORK DAYS: Monday - Friday REGULAR FULL TIME: GRADE/STEP: BQ66A

WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 53,431.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 25.59 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Provides enforcement to direct environmental health services in water quality, waste management, food protection, safety management, institutional environmental health, vector control (Rabies, Plague, Hantavirus, etc.), community injury prevention, within the Navajo Nation. Responsible for carrying out measures for protecting public health, including administering and enforcing Navajo Nation Food Code related to temporary and permanent food service facilities to minimize health and safety hazards. Sanitarians keep our water, food, air, land, facilities and other environmental factors (factors external to a person) safe of health hazards, whether biological, chemical or physical. Provides professional consultation and conducts professional Food Handlers' Training (Navajo/English) and presentations on varied general environmental health, occupational safety and health, and injury prevention topics for Tribal and IHS audiences. Collects and analyzes data, develops program documents, standard operating procedures and other reports or documents for the environmental health services program. Networks with other Navajo Department of Health Tribal offices, state, federal, local government, and Indian Health Services (I.H.S./638) facilities and Clinics, County and State health offices in relation to food safety and public health concerns for commercial, institutional, schools, restaurants and fast food establishments throughout the Navajo Nation. Receives/documents environmental health related complaints and compliance issues from the public and addresses, follow ups and provides outcome reports.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Environmental Health, Chemistry, Microbiology, or in a related field; and three (3) years of inspection, investigative, or other experience in environmental health and safety.

Special Requirements:

(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 applicable policies, practices, and procedures related to work assignment.
- Knowledge of tribal, state, and public health organizations and their functions and services.
- Knowledge of a variety of computer software, word processing, database, and spreadsheet applications.
- Skill in preparing a variety of records, reports, and correspondences using standard computer software.
- Skill in maintaining electronic and/or hard copy filing/records system.
- Skill in operating general office equipment.
- Skill in following oral and written instructions. Skill in English composition, grammar and punctuations.
- Skill in basic math, cash receipting, and accounting principles.
- Skill in establishing and maintaining effective working relationships with clients and fluent in the Navajo Language

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