

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0634332

Date Posted: 11/21/11

POSITION NO: 940929

Closing Date: 12/06/11

CLASS CODE: 3722

POSITION TITLE: Health Education Technician

DEPARTMENT NAME: Navajo Special Diabetes Project

DEPARTMENT NO: 63 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Assists in planning, development and presentation of the project's diabetes prevention curriculum, public health activities and education activities, which incorporates both the traditional and Western concepts. Coordinates and prepares formal presentations on diabetes, nutrition, wellness, health lifestyles for schools, public and private community organizations, chapters and community members to achieve a public common understanding and comprehensive of the effects of diabetes on the individual and family members.

Provide individual and group support services with other project staff for those affected by diabetes and its complications. Ensure that accurate and appropriate educational and prevention information is provided in both the Navajo and English languages.

Assist in the planning, editing, development and distribution of diabetes educational information, which are culturally appropriate and sensitive to the Navajo Tradition. Participate in the development and implementation of health and wellness awareness, prevention activities and campaigns such as health fairs, workshops, conferences, and training. Consults and collaborates with health care providers and health professionals in developing and maintaining public health programs with the focus in overall total health.

Perform routine administrative duties such as monthly reports, data reports, managing and maintaining assigned community assessments, resources, and data information and communicating with central staff to ensure continued daily operation of the project. Attends regular staff meetings, submits required documents for processing and procurement of necessary equipment and supplies. Take responsibility of assigned equipment. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education/Training and Experience:

An Associate's degree in Health, Health Education, or related field; and two (2) years experience providing health education in the public, community, school or hospital setting; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(to receive full credit for education/training applicant must submit copies of college transcript, certificate, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Strong written, verbal, analytical, interpersonal skills; ability to be a team member; bilingual required.

License/Certification Requirements:

Must possess a valid state driver's license. Must obtain within 90 days of employment: a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate and a First Responder Certificate.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99