THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH0639582**	DATE POSTED:	**11/24/14**
POSITION NO:	**940929**	CLOSING DATE:	**12/09/14**
POSITION TITLE:	**Health Education Technician (S)**		
DEPARTMENT NAME / WORKSITE:	**NDOH/Special Diabetes Project/Shiprock, NM**		

WORK DAYS:	Mon-Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB59A
WORK HOURS:	8 am- 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 26,270.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 12.63	PER HOUR
		TEMPORARY:	☐			

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, healthy 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. Assist with and develop fitness goals and objectives for participants. Conduct physical and fitness activities for participants.

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, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of experience in public or community health.

Preferred Qualifications:

- An associate's degree in Public Health/Community health, health or related.
- Two (2) years experience in public or community health providing health prevention education.
- National Incident Management System Training.

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 the principles and practices of public health, behavioral health and social issues. Knowledge of the principles and practices of practices of educational programs. Knowledge of epidemiology principles. Knowledge anatomy and physiology of the human body system. Knowledge of Navajo customs and traditional practices. Knowledge of tribal public health, state and federal regulations, codes and statutes. Skill in reading and interpreting legal requirements. Skill in analyzing data and drawing conclusions. Skill in developing culturally appropriate teaching materials. Skill in analyzing and interpreting federal, state and tribal laws. Skill in public speaking and communication methods and techniques. Skill in establishing and maintaining effective interpersonal relationships. Ability to provide health prevention education demonstrations.

<<A favorable background investigation is required>>

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