THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH03811441**	DATE POSTED:	**02/08/16**
POSITION NO:	**947821**	CLOSING DATE:	**02/22/16**
POSITION TITLE:	**Social Hygiene Technician**		
DEPARTMENT NAME / WORKSITE:	**DOH/ CHR/Outreach Program, Crownpoint, NM**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑			GRADE/STEP:	AB59A
WORK HOURS:	8:00 a.m. - 5:00 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	40	$ 26,270.40	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 12.63	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Social Hygiene Technician will work closely with the hospitals, laboratories and other health care facilities and/or providers to retrieve confidential patient information. Duties include interviewing, investigating, and locating individuals who are infected or suspected of being infected with sexually transmitted diseases. The technician will assist in the diagnosis, treatment, and follow-up of patients. It will be necessary to accurately complete and submit all required epidemiological forms, monthly reports, mileage reports, timesheets, laboratory reports and other required documents in a timely matter. In addition, the technician will be required to provide technician assistance to state and local health department officials. Technician will also ensure that patients are seen in a timely matter, medical records available and documentation is clear and accurate. Technician may also be expected to input highly confidential data on patients into an epidemiologic database (STD*MIS) for the fulfillment of the grant's terms of agreement, tribal, state and/or federal laws. It will be important to establish and maintain communication between the following: medical records, laboratory, PHN, field clinicians, physicians and other public health workers. It may be necessary to collect blood (phlebotomy) or non-blood specimens for syphilis and HIV testing. Technician will provide health education in group and/or individual formats to all STD patients, contacts, schools, chapter houses, health providers and communities within the Arizona Service Units. Technician will be required to attend STD/HIV updates, trainings and other job related in-services, workshops, and conferences to ensure compliance of contract, scope of work and program objectives. Technician will be required to perform other duties if necessary and requested by the Social Hygiene Program and/or the funding source.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED with additional coursework in Health, Public Health, or related field; and three (3) years of experience working in a community based health care program.

Preferred Qualifications:

- An Associate Degree in Public Health or related field.
- Phlebotomy certification.

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 various methods of providing services to patients, the principles and practices of providing health education, communicable diseases services and other public health practices. Skills in customer service, counseling, and providing group presentation. Understanding sexually transmitted diseases, how they can be prevented, and there complications. Familiarity with medical records and confidentiality. Skilled in data entry.

<<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.