THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH0649850**	DATE POSTED:	**03/24/15**
POSITION NO:	**945797**	CLOSING DATE:	**04/06/15**
POSITION TITLE:	**Health Educator (S)**		
DEPARTMENT NAME / WORKSITE:	**DOH/Breast & Cervical Cancer Project/Chinle, AZ**		

WORK DAYS:	**Mon-Friday**	REGULAR FULL TIME:	☑		GRADE/STEP:	**AB63A**
WORK HOURS:	**8:00 am - 5:00 pm**	PART TIME:	☐	NO. OF HRS./WK.:	$ **37,065.60**	PER ANNUM
		SEASONAL:	☐	DURATION :	$ **17.82**	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under the general supervision of the Program Supervisor, performs professional health education of moderate difficulty by planning, coordinating, developing, and implementing specialized programs or a series of health programs. Develop and disseminate public health information, education, and outreach programs for the Navajo Nation Breast and Cervical Cancer Prevention Program. Develop with partners, a place that defines the scope (content, priority populations, methods, strategies, outcomes, resources) of the health education effort. Build, enhance, and maintain the infrastructure necessary to sustain health education iniatives for breast and cervical cancer early detection. Establishes measureable results for health education and identifies methods to measure them. Has responsibility for the general management, operation, coordination and delivery of Public Health Education in all the service areas.

Plans, develops, and accomplishes overal public education and outreach goals and objectives. Manage community/public health awareness events, and wellness events, and health observances.

This position is expected to be able to: encourage healthy behavior, develop audio, visual presentations, Power Point, and some electronic resource materials according to CDC guidelines. Performs duties/responsibiities under minimal supervision; maintains close communication with immediate Supervisor; progresses through the Chain of Command for unresolved problems and concerns. Submits required administrative reports and carries out other duties as assigned, as applicable to job title.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Public Health, Community Health, Health Education, Behavioral Health, or related field; and one (1) year of health education experience.

Preferred Qualifications:

- Two (2) years of experience providing public and community health education in clinical, public or school setting.
- 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 public health education methodology and principles. Knowledge of tribal, state and public health organizations their function and services. Skilled in communication and maintaining positive working relationships. Public speaking skills are required. Ability to interpret medical terminology. Bi-lingual speaking preferred (Navajo and English). Skills at multi-tasking since position will respond to multiple issues, sites and structures. Computer skills/knowledge is very important, utilizing Word, Power Point, Excel and be proficient in Internet research.

<<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.