

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0729956 DATE POSTED: 04/06/15  
POSITION NO: 243413 CLOSING DATE: 04/24/15  
POSITION TITLE: Community Involvement Specialist (Temp)  
DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health/Window Rock, AZ  
WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: AB62A  
WORK HOURS: 80 PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 34,028.80 PER ANNUM  
SEASONAL:  DURATION : \_\_\_\_\_ \$ 16.36 PER HOUR  
TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Serves as a technical resource person, representing the DBHS/Prevention Component/Domestic Violence Prevention Initiative in communicating and disseminating information on prevention and program activities and services of significance importance to communities across the Navajo Nation; arranges prevention presentation for program sponsors; coordinates numerous community support programs engaged in improving community awareness across the Navajo Nation.

Keeps communication lines open through meetings and written correspondence with entities; informs the general public of program services through the media, television, radio, newspaper, etc; disseminates information on program activities and services; gathers materials used to reach the general public on the varies services available; selects materials to be used for each program; submits monthly reports, attends meeting, and training to keep abreast of current issues and information.

Networks with tribal and private entities in sponsoring prevention education and activities for the general public; maintains continuous efforts to create awareness of the effects of domestic violence/family violence/alcohol abuse, etc. through various means and effective strategies (media, conferences, workshops, community education, etc.; ehances the coordination and collaboration among law enforcement, prosecutors,

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- An Associate's Degree in Human Services, Sociology or a related field; and three (3) years of experience in community development projects related to social improvements.

**Preferred Qualifications:**

- Two (2) years of community development projects relating to social improvements and crisis intervention.
- Proficient in Microsoft Office Software or other computer applications.

**Special Requirements:**

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 Navajo culture, language and community structures; knowledge of type and kinds of faith based organizations available to the general public; knowledge of Navajo Nation community mobilization goals and objectives; knowledge of intervening on behalf of families where domestic violence occurs; knowledge of principles and practices of the 12-step approach to rehabilitation; knowledge of prevention service models associated with alcohol and drug usage.

Ability to speak and communicate effectively in the Navajo and English language.

Skills in developing and presenting effective anti-alcohol/drug campaigns; skill in interacting with people from various parts of the community; skill in assisting in the reduction of violence in the home; skill in communicating, both orally and in writing; and skill in providing community

<<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.**