

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06411903 DATE POSTED: 05/09/16
POSITION NO: 243647 CLOSING DATE: 06/21/16
POSITION TITLE: Research Assistant (Temporary)
DEPARTMENT NAME / WORKSITE: DOH/Healthy Hunger Free Kids Act Demonstration Project (HHFKAP) - Shiprock, NM
WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB56A
WORK HOURS: 8 am- 5 pm PART TIME: NO. OF HRS./WK.: 20,300.80 PER ANNUM
SEASONAL: DURATION : 9.76 PER HOUR
TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Aide in planning, networking and advocating to increase food security, improving access to USDA healthy foods & nutrition and promote healthy food and child nutrition programs. Network with chapter and community resources, assist in the planning and establishing working relationships with resources to identify any barriers that exist where community members are not accessing nutritious foods for young children and their families. Responsible in keeping files of resources they network with, ability to do proper referrals to appropriate resources, maintain records of daily activities, progress, and advocate for community members to have accessibility to nutritious food. Using best practices, worker will establish partnership with local resources within Navajo communities and assist in planning the design of making food and nutrition programs accessible. Worker will network and raise awareness regarding the need to utilize all available USDA food and nutrition programs for youth and their families. Provide updated progress reports, data and specific activities performed or not performed directly to the Program Supervisor. Provide public awareness, attend chapter meetings, school board meetings, parent meetings, and establish collaboration with horticultural resources that support local agricultural producers and sustainable food access.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year of experience involving the survey collection of statistical, demographic and/or research analysis.

Preferred Qualifications:

- Two (2) years of experience in statistical, demographic and/or research analysis.
- 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:

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