THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH03810114**	DATE POSTED:	**05/11/15**
POSITION NO:	**947815**	CLOSING DATE:	**05/22/15**
POSITION TITLE:	**Tuberculosis Control Technician (S)**		
DEPARTMENT NAME / WORKSITE:	DOH/CHR/Outreach Program/Gallup, 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.:		$ 26,270.40	PER ANNUM
		SEASONAL:	☐	DURATION :		$ 12.63	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Utilizes the subject, objective, assessment, plan (SOAP) charting method to enter client data into patient care component system and transmits to medical records department, provides direct observed therapy, makes home visits with a diagnosis of active tuberculosis disease to observe as they consume their prescribed anti-tuberculosis medication, checks for signsof complications; conducts monthly chest clinic with medical officer; counsels client regarding medication; assesses problems; translates for medical officer. Conducts chart audits to determine probable candidates for therapy and to identify health risk factors; maintains familiarity with indiviidual client treatment status to determine type of follow-up care needed (e.g. lab work, x-ray, specimen collection, medication refills, discharge.); make home visits or locates clients in the community pursuant to referrals for irregular compliance, risk of developing medication side effects, conduct contact investigations, delivers appointment and lab slip to client. Prepares and submits reports; maintains strict confidenitiality of records; maintains annual contracts with service agencies by ensuring all documents are in proper order; performs secretarial and clerical duties (e.g. typing, filing, compiling reports, scheduling appointments, sending out recall letters); attends training and staff meetings. Performs group presentation on tuberculosis disease and treatment opotions.

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 providing care to tuberculosis patients/clients.

Preferred Qualifications:

* An Associate's Degree in Public Health or related field.
* Two (2) years of experience implementing principles of epidemiology or patient care.
* 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 medications to tuberculosis clients, the principles and practices of counseling, principles of epidemiology, confidentiality of records, files, and other personal information and also, the Navajo Nation rules and regulations of counseling services. Skills in active listening to obtain accurate assessments of clients and their emotional needs. Skills in analyzing data and drawing valid conclusions, assessing the emotional needs of clients. Skill in interacting with people from different social, economic, cultural, and emotional places of thier lives.

<<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.