

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DOH11412145</u>	DATE POSTED:	<u>06/27/16</u>		
POSITION NO:	<u>949497</u>	CLOSING DATE:	<u>07/11/16</u>		
POSITION TITLE:	<u>Health Education Technician</u>				
DEPARTMENT NAME / WORKSITE:	<u>DOH/Navajo Health Education Program/Gallup, NM</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEF	<u>AB59A</u>
WORK HOURS:	<u>8:00 am-5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 26,270.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 12.63</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Assist in planning, development and implementation of Public Health Education services to meet goals and objectives of Navajo Health Education Program. Assist in the development and implementations of data collection to determine short and long term health needs and priorities for Health Education services at the service unit level. Access individual and community needs for health education; plan health education, strategies, interventions, and program; serve as a health education resource person; communicate and advocate for health and health education.

Provides public health education services for patients, community members, K-12 and college students and worksite employees. Coordinates and collaborates services with various multi-disciplinary health care providers, fire, emergency and public safety personnel. Ensure delivery of a comprehensive approach of health information dissemination, including multi-

Assessing individual and community needs to plan and implement effective Health Education services. Evaluate the effectiveness of health education and be a resource person for health education. Have expertise in planning for public health presentations, including tact and respect of confidentiality. Plans and presents health information to targeted audience to raise community awareness of living healthy and maintaining health conditions.

Use Microsoft Office software to develop PowerPoint presentations, use Excel to produce reports and data, etc.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of experience in public or community health.

Special Requirements:

- A favorable background investigation. *(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)*
- 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 & public safety, organizations, their function and services including public health & emergency response. Skills in verbal and written communication and maintaining positive working relationships. Public speaking skills to include ability to interpret medical

Knowledge of Social Media, principles and practices; knowledge of diverse health-related databases; skill in using computerized sources of health-related information and skilled in identifying factors that foster or hinder the process of health education.

<<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.