THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH11412224**	DATE POSTED:	**07/18/16**
POSITION NO:	**241272**	CLOSING DATE:	**07/29/16**
POSITION TITLE:	**Health Educator**		
DEPARTMENT NAME / WORKSITE:	**DOH/Navajo Health Education Program/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 a Senior Health Educator perform professional health education of moderate difficulty by planning, coordinating, developing and implementing specialized programs or a series of health program.

To develop, implement and deliver direct public health education program sin specialized fields, including but not limited to, preventive health education, emergency response & public health, chronic and communicable disease, environmental health, school health education and injury prevention. Coordinates peer education at schools, communities, worksites; develop, implement, and analyze needs assessment; ability to formulate program goals, objectives, methods, and evaluation strategies for specific programs and participates in the development of specific phases of more complex projects. Maintains strict confidentiality of records. Designs effective health promotion materials. Designs and delivers presentations on a variety of health promotion topics including substances abuse, sexual health, physical activity, chronic and communicable diseases, and emergency preparedness. Manage community/public health awareness event, and wellness events and health observances.

Plans, develops, organizes and conducts informational and in-service training sessions on assigned or requested health topics; conducts health screenings and makes referrals to appropriate health providers, serves as liaison between individual, health care providers, and community organizations to coordinate resources and services to promote health education programs. Assist in the design, preparation, field testing and evaluation of a variety of health education materials; recommends the use and distribution of education materials for training sessions, workshops, conferences and professional presentations.

Health Educator's are also expected to be able to; encourage health behavior. Develop audio, visual, PowerPoint, print and some electronic resource materials, developing social marketing and medical campaigns. Advocate for health-related issues, handle controversial health issues. Also organized-mobilize communities. Assessing individual and community needs. Planning, developing, coordinating and implementing health education programs. Use a variety of training and educational methods. Evaluate health education program targeted to all four areas; school, community, worksite and patient. Coordinate with other health agencies of community to ensure no duplication of services. Conduct researches to current public health issues to enhance programs and educational materials. Computer skills/knowledge is very important, utilizing word, PowerPoint, excel to be proficient in internet research.

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.

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.

CPR Certificate, First Aid Certificate and special training which are deemed necessary for health education practice. Preferred emergency management training in the National Incident Management System (NIMS) certified in NIMS 800, 700 and 100.

(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.

<<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.