THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH06411047**	DATE POSTED:	**11/09/15**
POSITION NO:	**242750**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Research Assistant (TEMP) (S)**		
DEPARTMENT NAME / WORKSITE:	**DOH/Navajo Epidemiology Center/Crownpoint, NM**		

WORK DAYS:	**Mon-Fri**	REGULAR FULL TIME:	☐			GRADE/STEP:	**AB56A**
WORK HOURS:	**8am - 5pm**	PART TIME:	☐	NO. OF HRS./WK.:		$ **20,300.80**	PER ANNUM
		SEASONAL:	☐	DURATION :		$ **9.76**	PER HOUR
		TEMPORARY:	☑				

DUTIES AND RESPONSIBILITIES:

Primary responsibility is to conduct face-to-face interview with individuals to collect data. Provide professional conduct in administering survey protocol: review and explain informed consent form and secure signature approvals for participation in survey; conduct face-to-face interviews and accurately record data collection; perform quality control and assurance by ensuring validity of data collected. Participate in orientation and training. Locate survey participant using randomization methods involving random selection tables, GIS maps, and handheld GPS receiver. Maintain complete and accurate inventory log of all survey participants; including records of specific activites performed or not performed; develop scheduling of interviews; and file management of inventory log. Provide updated data to Project Manager on a weekly basis. Must be confidently able to travel with survey team member in all areas of the project worksites, and have knowledge of locations of selected households in populated and rural areas. Maintain ongoing professional collaborative relationships with health professionals and service providers. Participate in weekly devrief meetings with Project Manager and Principal Investigator and at Navajo Epidemiology Center regular staff meetings and conference calls.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED; and one (1) year of experience involving the collection of statistical or demographic data.

Preferred Qualifications:

Two (2) years of experience in data collection and/or research analysis. Proficient in Microsoft Word software or other computer applications.

Special Requirements:

Possess a valid state driver's license.

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(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 research methods or practices. Knowledge of conducting interviews. Knowledge of Navajo tradition and culture. Multi-task skills during face-to-face interview include: obtain Informed Consent form; ask interview questions as scripted on questionnaire; record participant's responses on questionnaire; listen effectively; attention to detail. Ability to follow detailed instructions. Demonstrate initiative and self-motivation and work independently without constant supervision. Work well with the public to ensure survey participant's confidentiality. Strong communication and ability to speak both English and Navajo language fluently, and write English, preferred. Oral fluency in Navajo is highly desirable but not mandatory. Maintain and support ongoing professional collaborative relationships with health professionals and service providers. Ability to comprehend, conceptualize, and analyze data obtained from field surveys. Ability to reason and make judgments. Ability to read GIS maps and use of a handheld GPS receiver to find locations in populated and rural areas.

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