

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DOH1142687  
POSITION NO: 947964  
CLASS CODE: 3721

Date Posted: 12/06/10  
Closing Date: 12/17/10

POSITION TITLE: Health Educator - HIV  
DEPARTMENT NAME: Navajo Health Education Program (HIV/AIDS Prevention Project)  
DEPARTMENT NO: 114 WORKSITE LOCATION: Dilkon, Arizona  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N630A  
Days: MON - FRI Permanent:   
Hours: 8:00 am - 5:00 pm Temporary:  Duration: \$ \$33,737.60 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ \$16.22 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Under the directions of the Senior Health Educator, assist with development and implementation of HIV/AIDS prevention services including designing needs assessments, developing goals and objectives, and determine evaluation strategies using evidence based methodologies for prevention services. Maintains strict confidentiality as needed. Plans, organizes and conducts informational presentations and trainings on HIV/AIDS prevention topics including chronic and communicable disease related to Hepatitis C & B. Actively participates in development of HIV/AIDS preventions specific community projects. Serves as liaison between community organizations and health care providers to coordinate resources and quality services. Assist in designing, preparation, field testing and evaluating a variety of HIV/AIDS related preventions education materials and curricula, including behavior change tools. Maintain HIV/AIDS related epidemiology data.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Health Education, Health, Behavioral Health, or related field; and

**Experience:**

one (1) year of health education experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(To receive full credit for education and training, applicant must submit copies of transcripts, certificates, degree, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of the Principles and Practices of Public Health Education, training and behavioral theory and methods. Skilled in various knowledge of public health agencies and their services. Knowledge of anatomy and physiology related to HIV & AIDS, skills in touching topics in Navajo. Skill in public speaking and ability to communicate primary prevention methods, risk-reduction techniques and evaluate a program. Ability to analyze problems and find effective solutions.

**License/Certification Requirements:**

Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit. Must obtain within 90 days of employment: a Cardiopulmonary Resuscitation (CPR) Certificate, and a First Responder Certificate.

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*