THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS09311223**	DATE POSTED:	12/21/15
POSITION NO:	931221	CLOSING DATE:	01/05/16
POSITION TITLE:	Community Involvement Specialist		
DEPARTMENT NAME / WORKSITE:	Department of Family Services/Tuba City, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB62A
WORK HOURS:	8 a.m. to 5 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 16.36	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Serves as a liaison and the primary spokesperson in communicating and disseminating preventive information on the program activities. Networking with various Navajo Nation programs, BIE/public schools and other entities sponsoring prevention educational activities on abuse, neglect, and exploitation of children, adults and elders to the general public. Develops PowerPoint presentation on family violence, bulling, teen dating, abuse and neglect on children, adults and elders. Promotes awareness of effects of domestic violence, family violence, alcohol and drug abuse through media, conferences, workshops, and community education in coordination and collaboration with law enforcement, prosecutors, courts and victims.

Submits monthly reports, attends meetings and training for professional development to keep abreast of current issues and information.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Human Services, Sociology or a related field; and three (3) years of experience in community development projects related to social improvements

Preferred Qualifications:

- Two (2) years of community development projects relating to social improvements and crisis intervention.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation prior to employment.

(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 Navajo culture and community structures, knowledge of type and kind of public service programs available to the general public, knowledge of Navajo Nation's community development goals and objection, knowledge of intervening on behalf of families where domestic violence occurs, knowledge of principles and practices of the 12-step approach to rehabilitation, knowledge of confidentiality and HIPAA, knowledge of the problems associated with alcohol and drug usage, knowledge of the proper protocols involved with alcohol/drug counseling. Sill in developing and presenting effective anti-alcohol/drugs campaigns, skill in interacting with people from various parts of the community, skill in assisting in the reduction of violence in the home, skill in communicating in Navajo and English languages.

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