

COMMUNITY INVOLVEMENT SPECIALIST

DEFINITION: Under general direction, performs liaison duties of moderate difficulty in disseminating information regarding a wide area of social and community service programs geared toward improving communities across the Navajo Nation; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Serves as a technical resource person, representing the Navajo Nation in communicating and disseminating information on program activities and services of significance importance to communities across the Navajo Nation; arranges program presentation for program sponsors; coordinates numerous community support programs engaged in improving communities.

Keeps communication lines open through meetings and written correspondence with entities; informs the general public of program services through the media, television, radio, newspaper, etc.; gathers materials used to reach the general public on the various services available; selects materials to be used for each program; submits monthly reports, attends meetings and training to keep abreast of current issues and information.

Networks with tribal and private entities in sponsoring prevention education and activities for the general public; maintains continuous effort to create awareness of the effects of domestic violence/family violence/alcohol abuse, etc. through various means and effective strategies (media, conferences, workshops, community education, etc.); enhances the coordination and collaboration among law enforcement, prosecutors, the courts and victims.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

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.
Skill 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, both orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate effort in providing counseling services to the general public.

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.

THE NAVAJO NATION

Class Code: 3821
Community Education and Counseling Series
Community Services Group
Overtime Code: Non-Exempt
Pay Grade: 62

COMMUNITY INVOLVEMENT SPECIALIST

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.

Supplemental Requirements:

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

Depending on the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.