

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH1149405

Date Posted: 05/11/09

POSITION NO: 949484

Closing Date: OUF

CLASS CODE: 3720

POSITION TITLE: Senior Health Educator

DEPARTMENT NAME: Navajo Health Education Program

DEPARTMENT NO: 114 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N650A

Days: M-F

Permanent:

SALARY:

Hours: 8:00am - 5:00pm

Temporary:

Duration: \$ 40,081.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Identify regional health priorities with particular attention to underserved communities and health disparities. Assist in design and implement of interventions to improve public health services.

Responsible in planning, implementing and evaluating health promotion/education program services which include patient health education, community health education, and employee health education and to incorporate school health promotion/ disease prevention for grades K-12 to college. Designs and delivers presentation on a variety of health promotion topics including: injury Prevention/substance abuse, physical activity, maternal child health, chronic and communicable disease and emergency preparedness. Assist with creation and implementation of presentations based on sound public health practice.

Develop, implement and evaluate general program goals/objectives; participates in the identification of service needs and provide appropriate interventions for respective service area.

Determines and promote appropriate/specialized health education approaches, methods, procedures, and media to be used in accomplishing the program goals/objectives and respective curricula.

Assist in providing training. Provide consultative services, and technical assistance/direction to tribal, state, federal and other community programs/services for the purpose of program planning, development, and coordination of resources.

Assertive communication and interpersonal skills are essential.

Provides on-site management and supervision of staff of respective service area; participates in recruitment, retention and termination of program personnel; ensures qualified personnel are hired; assist in the development of and implementation of an employee performance standards evaluation system; performance standards are reviewed with the employee once a year and review of position description. Incumbent will provide administrative support in budget management ordering material, maintaining educational resources and overall office coordination.

Assist in data gathering, analysis & preparation of reports as requested. Maintain a data management system for total field effort analysis, manpower determination, and patient & community health profile information. Perform quarter/annual evaluations of health education program through staff conferences, site visits with ability to interpret health data.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

Experience:

two (2) years health education experience; one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of public education theories, principles and knowledge of health education practices. Knowledge of tribal, state and public health organizations function and services. Skills in communication, maintaining a positive working relationship; public speaking skills to include ability to interpret medical terminology; principles of management & supervision. Bi-lingual in (Navajo and English) preferred. Experience working in community health care settings particularly in rural areas. Excellent written and verbal communication skills are essential. Familiarity with word processing, spreadsheet and database software, communication technology and web-based information resources is required.

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