



## **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**JOB TITLE:** NARCH 5 Project Assistant, Teen Mentor and Lay Health Educator  
**DEPARTMENT:** Health Department  
**CLASS:** Part-time  
**SALARY:** DOE  
**OPENING DATE:** September 15, 2011  
**CLOSING DATE:** September 28, 2011

### **SUMMARY OF JOB DUTIES:**

This position is under the direction and supervision of the NARCH Project Coordinator/Director of the Hualapai Health Department. The Project Assistant/Teen Mentor/Lay Health Educator will work under the supervision of the NARCH Project Coordinator and within the parameters set by the applicable grant. This position will deliver a supplemental health education curriculum for youth 12-18yrs, work with internal and external entities to operate a local youth radio station, mentor youth to design and broadcast a weekly health promotion serial story and other youth radio station programming based upon the needs and interests of the station and the participating youth, and implement a community-wide physical activity event; provide day-to-day support of the project and assist with the coordination of project activities; assist the NARCH Project Coordinator with the University of Arizona partner to collect baseline and quarterly evaluation measures required by the funding institute, including distributing surveys and facilitating focus groups; assist with the development of informational, promotional and progress report materials appropriate for the community, Tribal Council and funding institute and perform other project and radio station tasks as assigned.

The position is funded by an external grant as part of the Inter-tribal Council of Arizona's Native American Research Center for Health. This position is for one year with potential continuance for an additional three years. This position requires alternative, and some times irregular, work hours.

### **ESSENTIAL FUNCTIONS:**

- Assists with preparing and presenting health education curriculum to participants.
- Assists with youth recruitment activities with the local schools and clubs, departments and agencies to recruit youth to participate in story development and broadcast activities and to offer educational modules.
- Assists with the mentoring and supervising of youth in the development and broadcast of a weekly serial story and other youth internet radio programming and operation of youth radio station.

- Learn qualitative and quantitative data collection methods and assist in the collection of baseline and 6 month evaluation measures.
- Develop, coordinate and provide day-to-day support to a community-wide physical activity program.
- Assists with communicating verbally and in writing about project activities to the community, Tribal Council and funding institute.
- Performs other duties as assigned.

**EDUCATION, EXPERIENCE & SKILLS REQUIRED/PREFERRED:**

- High school diploma or GED. Higher education preferred.
- Computer literate
- 2-4 years of experience in the field of health promotion or behavior change.
- Experience with the reporting requirements of grants and contracts.
- Good verbal and written communications skills
- Experience working with Native American youth and communities is preferred.
- Must have a valid drivers' license and be eligible for the tribe's insurance.
- Submit to and pass a pre-employment drug/alcohol screening and random test thereafter.

**HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

**PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. However, preference may be extended to persons of Indian descent in accordance with Public Law 88-353, Section 703 (702-71) and Public Law 93-638, Section 7B.

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities**