

THE JUDICIAL BRANCH OF THE NAVAJO NATION JOB VACANCY ANNOUNCEMENT

POSITION NO: 240747 Date Posted: May 20, 2024
 CLASS CODE: 9234 Closing Date: Open Until Filled
 POSITION TITLE: Traditional Program Specialist
 DEPARTMENT NAME: Tuba City Judicial District Court
 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Regular Full-Time <input checked="" type="checkbox"/>	Salary Range: <u>\$49,736.16</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$23.82</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Grade/Step: <u>CE61J</u>

DUTIES AND RESPONSIBILITIES

The Traditional Program Specialist shall serve under the supervision of the Bi-Culture Training Specialist and perform work of moderate difficulty in providing peacemaking assessment and traditional guidance services to the general public utilizing the Navajo traditional methods in resolving conflicts in a non-adversarial environment, ensuring the continued support of a judicial district in providing services utilizing the Peacemaking Program Plan of Operations. **General Duties:** Provide administrative support, recruit, orientate, train and mentor peacemakers; Recommend and guide individuals and families with follow-up services; Provide guidance in traditional Navajo healing approaches incorporating both Western, faith-based and Navajo traditional philosophies; Implement the Peacemaking Program's traditional curriculum to provide services to youth, adults, families to restore harmony; Attend trainings and conferences pursuant to established training plans; Randomly monitor and promote the effectiveness and efficiency of peacemakers; Assist with written agreements and narratives; Interview individuals to obtain and verify required case documents and other information; Performs intake process for individuals or as ordered by the court; Completes and/or serves notice of peacemaking sessions; Maintains case management of case files, implements, updates and distributes progress reports; Enters and retrieves case information using automated database or manual logs; Schedules peacemaking sessions and records events as they occur; Shall maintain confidentiality in regards to client information and records at all times. Provide complex traditional cultural knowledge and teaching of fundamental law. **Report Writing Duties:** Collects and compiles statistical data; Compiles and submits monthly and quarterly report in required timelines. **Community Involvement Duties:** Provides community education and other information to schools and the public; Promote positive awareness through traditional culture and values; Serve as a liaison between the Chapters and public organizations; Attend meetings to represent the district and provide report(s). **Other Duties:** Collects peacemaking fees and issues receipts.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

High school diploma or G.E.D., an Associate's in Business Administration, Human Services or Counseling/Prevention Awareness is preferred, and six (6) years of progressive and responsible experience in teaching, counseling in Navajo traditional values, culture and customs or as a traditional practitioner/healer. An equivalent combination of education, training and work experience that provides the capabilities to perform the described duties may be considered.

Special Knowledge, Skills and Abilities:

Must demonstrate the initiative to learn the following: Peacemaking processes. Basic Legal terminology. Current and future court and office technologies. Available community resources and service providers. Basic knowledge of Navajo values, culture and traditions. Basic counseling techniques and methods. Basic principles of case management, monitoring and record keeping. Basic knowledge and understanding of substance abuse and mental health issues. **Shall be skilled in the following:** Filing and processing records through automated and manual filing systems. Basic records and files management. Leadership and public relations. Public presentation, speaking and facilitation. Navajo tradition, culture, philosophy and language. The history and symbolisms of the Navajo traditions. Using office equipment and a computer with a variety of software.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment must obtain and pass a criminal background check; must obtain a Navajo Nation Vehicle Operator's Permit.

For this particular position class, incumbents are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

THE JUDICIAL BRANCH OF THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH
THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
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