

**THE JUDICIAL BRANCH OF THE NAVAJO NATION  
JOB VACANCY ANNOUNCEMENT**

**POSITION NO:** 240823

**Date Posted:** 6/11/2018

**CLASS CODE:** 9234

**Closing Date:** 6/22/2018

**POSITION TITLE:** Traditional Program Specialist

**DEPARTMENT NAME:** Dilkon Judicial District Court

**WORKSITE LOCATION:** Dilkon, Arizona

<b>WORKS DAYS/HOURS:</b>	<b>POSITION TYPE:</b>	<b>SALARY INFORMATION:</b>
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$40,185.60</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$19.32</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <u>Exempt</u>
<b>DUTIES AND RESPONSIBILITIES:</b>		

**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, and faith-based and Navajo traditional philosophies; Implement the Peacemaking Program's traditional curriculum to provide serves to youth, adult, 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 reports 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; Serves 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 and Training:**

High School diploma or G.E.D., an Associate's in Business Administration, Human Services or Counseling/Prevention Awareness is preferred.

**Experience:**

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 learning 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 computer with 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.

**To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.**

**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 OFFICE**

Post Office Box 520 Window Rock, Arizona 86515

**Telephone (928) 871-7023 Facsimile (928) 871-6862 Website: www.navajocourts.org**



# JUDICIAL BRANCH OF THE NAVAJO NATION

## OFFICE OF THE HUMAN RESOURCES

Post Office Box 520 • Window Rock, (Navajo Nation) Arizona 86515-0520  
TELEPHONE: (928) 871-7023 • FACSIMILE: (928) 871-6862 • WEBSITE: [www.navajocourts.org](http://www.navajocourts.org)

### EMPLOYMENT APPLICATION INSTRUCTION LETTER

Thank you for your interest in employment with Judicial Branch of the Navajo Nation. The following instructions are provided to assist applicants for advertised positions.

To be considered for employment, applicants must meet ALL minimum qualifications listed on the job descriptions. Submit complete application packets to the Office of Human Resources.

### **!!! INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED!!!**

Applications submitted after the posted closing date will not be considered during specified review. Applications submitted after the closing date will be kept on file for one year for future consideration.

**Before an applicant is considered for a position with Judicial Branch, the Office of Human Resources must be in receipt of the following (Please initial beside each item to indicate completion):**

1. \_\_\_\_\_ Letter of Interest indicating the position for which the employment is made. When applying for more than one position, you must submit a separate application packet for each position to which you are applying.

2. \_\_\_\_\_ Resume may be submitted in addition to the application.

3. \_\_\_\_\_ Complete Application for Employment

*Instructions:*

- **Education/Certificates** – Please list when applicable.
- **Work Experience** – Applicants must complete this portion of the application (DO NOT STATE “SEE RESUME”). List ALL work history. Do not leave gaps between jobs. Fill in a status, i.e.: Student, Stay at Home Mom, etc.
- **Employment References** – List three professional references as requested. Include managers from the last two employing organizations who evaluated or supervised your performance. Include complete addresses, telephone and facsimile numbers for the references listed.
- **Verification** – Sign and date your application

4. \_\_\_\_\_ High School Diploma or G.E.D Certificate (Copy Only)

5. \_\_\_\_\_ College/University Transcripts (Copy Only) (if applicable)

6. \_\_\_\_\_ Degrees/Certificates (Copy Only) (if applicable)

7. \_\_\_\_\_ Valid State Issued Driver’s License (Copy Only)

8. \_\_\_\_\_ Social Security Card (Copy Only)

9. \_\_\_\_\_ Certificate of Indian Blood (CIB) (Copy Only)