

THE JUDICIAL BRANCH OF THE NAVAJO NATION

JOB VACANCY ANNOUNCEMENT

POSITION NO: 240818 Date Posted: April 19, 2024
 CLASS CODE: 9174 Closing Date: **Open Until Filled**
 POSITION TITLE: **Bi-Cultural Training Manager**
 DEPARTMENT NAME: Peacemaking Program – Administration
 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: Monday - Friday	Permanent: <input checked="" type="checkbox"/>	Salary Range: \$ 73,936.08
Hours: 8AM to 5PM	Temporary: <input type="checkbox"/>	Hourly Range: \$ 35.41
No. Hrs./Wk.: 40	Part-Time: <input type="checkbox"/>	Grade/Step: CE66I

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Peacemaking Program Coordinator, performs work of considerable difficulty with responsibility to plan, coordinate, organize, develop, and implement curriculum in teaching Navajo traditional cultural practices and beliefs. Assists the Peacemaking Coordinator in managing, administering and coordinating all administrative activities and operations of the Peacemaking Program, including supervision of Peacemaking staff. Performs related duties as assigned. Supervises day-to-day work of Traditional Program Specialists and other Peacemaking Program staff. Interacts and works closely with the Peacemaking Program Coordinator, Traditional Dine' Researcher, Traditional Program Specialists, other staff members, Peacemakers, stakeholders, service providers, and peacemaking clients including those who speak only the Navajo language. Conducts research work, which involves a minimum of physical effort in an office setting. Provides a high level of expertise in Navajo traditional culture, including developing written original training and workshop materials in Navajo and English languages. In consultation with experts in law and Navajo culture, develops curricula and provides training for judges, peacemakers, judicial branch staff and others on traditional law and principles contained within the Diné Journey Narrative. Along with the Traditional Diné Researcher, provides technical assistance to courts, agencies, service providers, schools, law enforcement, and others entities regarding traditional cultural matters. Supports Traditional Program Specialists and the Traditional Diné Researcher with community outreach, training, overflow work support, attends Chapter and other community meetings as requested, assists Peacemakers and Traditional Program Specialists with education of school administration, agency program staff, judges and justices, law enforcement, probation staff, and others. Makes presentations to community and professional groups; and, teaches children and youth traditional cultural curriculum. Participates in Program staff training with individuals and groups. Uses understanding of traditional cultural and Anglo-American conflict resolution methods to communicate effectively with stakeholders and funding sources regarding traditional cultural outcomes accomplished through Peacemaking Program activities. Assists with developing the annual general funds Peacemaking Program budget; and, assists with external funded grant proposal development; and, tracks expenditures thereof. Assists in developing meaningful performance measurements, culturally-based outcomes, and other criteria on the Navajo Nation budget forms. Supports Judicial Branch grants office in identifying and developing grants to further traditional cultural goals of the Peacemaking Program and the Judicial Branch. Assists in the developing logic models for grants that reflect traditional cultural outcomes. Maintains a calendar of reporting obligations, including reports due to other branches of government, the Judicial Branch, and various grant providers. Notifies holders of information when reports are due, follows up to assure the timely receipt and completion of information requests due from staff members and external partners, and performs data collection and analysis, including statistical analysis. Prepares drafts of quarterly, semi-annual, annual, and bi-annual reports that emphasize the nature and importance of traditional cultural values, traditions, laws, and customs used by Peacemaking program staff to carry out the goals and objectives of the Peacemaking program. Works with internal and external colleagues to develop information systems, including Excel spreadsheets or database completion if necessary, to track and report upon the initiatives of the Peacemaking Program. Works closely with the Peacemaking Program Coordinator to identify administrative issues and propose and/or implement solutions that advance traditional cultural outcomes. Contributes traditional cultural perspectives during interagency and inter-Branch policy discussions and program development as requested. Drafts original correspondences. Provides occasional back-up for Traditional Program Specialists regarding traditional counseling services to clients. Provides occasional back-up for administrative personnel when necessary for office coverage.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

Baccalaureate degree, and three (3) years of teaching Diné culture or Diné curriculum development and writing experience, and progressively responsible administrative and management experience or closely related responsibilities, of which two (2) years must have been in a supervisory capacity; or, an equivalent combination of education, training and experience that provides the capabilities to perform the described duties.

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
 Post Office Box 520 Window Rock, Arizona 86515

Telephone (928) 871-7023 ♦ **Facsimile** (928) 871-6862 ♦ **Website** www.courts.navajo-nsn.gov

Special Knowledge, Skills and Abilities:

Strong understanding of Navajo traditional cultural practices and beliefs. Knowledge of Navajo culture, including the Diné Origin and Journey Narrative. Knowledge of Anglo-American conflict resolution methods. Able to translate Navajo to English and English to Navajo from dictation and tapes. Familiar with Morgan-Young alphabet. Experience in audio-visual curricula development. Proficiency in using computer software applications for word processing, developing spreadsheets, and making presentations, e.g., PowerPoint. Highly skilled in conducting trainings and making presentations to groups in Navajo and English.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment, must 1) obtain and pass a criminal background check; 2) obtain a Navajo Nation Vehicle Operator's Permit; and, 3) become FMIS 6B certified. Must be fluent in both written and spoken Navajo and English languages.