



Ramah Navajo Chapter

Office of Grants & Contracts
Administration
HCR 61, Box 13
Ramah, New Mexico 87321-9601
Telephone (505) 775-7100
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Employment Announcement January 16, 2018

RN-2018-001

Community Assessment Interviewers - (2) Temporary Positions

High School graduate or equivalent plus experience related to records management and good verbal skills and writing skill. Some computer experience and bilingual (Navajo Language/English) fluently. Licenses/Certifications: Must possess valid state driver's license and pass background check. Knowledge/Skills/Abilities: Knowledge of principles and processes for providing customer and personal services. Plans, organize, collects, compiles, interviews, assesses data through complete & accurate interviews of community members on information pertaining to household, income, dependents, housing, infrastructure and other information.

A Ramah Navajo Chapter employment application with certificates, degrees, commissions or licenses must be submitted to the Human Resources at any time during CY2018. Ramah Navajo Chapter gives preference to eligible applicants according to the Navajo Preference in Employment Act. Inquires can be made to Human Resources Manager at (505) 775-7112 or at the Administration Office.