

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0442726

Date Posted: 01/03/11

POSITION NO: 240777

Closing Date: 01/14/11

CLASS CODE: 3761

POSITION TITLE: CASE MANAGEMENT SPECIALIST

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITIONS TYPE: GRADE: N64A

Days: Mon-Fri

Permanent:

SALARY: _____

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 36,753.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Serves as a team lead by coordinating and arranging transdisciplinary developmental evaluations and assessments for children birth to three years of age who are referred to the Navajo Nation Early Intervention program for early intervention services. Reviews and assures accurate eligibility determination on documents of medical, developmental, family history and other information for Arizona Early Intervention Program (AzEIP). Participates on review of child's record to assure appropriate eligibility determination. Coordinates the development of initial Individualized Family Service Plan (IFSP) for services to children with disabilities and their families based on the needs identified by the Team as a result of assessment evaluations and diagnosis. Facilitates clear communication with families for the duration of services to assure the child/family's needs are met. Continues close communication with other team members including but not limited to physicians, partnering agencies, and other service provider agencies. Collects child count information by assuring that child count is accurate for submittal to the BIE. Prepares program reports monthly & quarterly. Facilitates and coordinates all aspects of the early intervention process outlined by AzEIP, Navajo Nation and IDEA, Part C requirements. Assures that all referral packets have all required information, family priorities, resources, interest and concerns are included in the documentation of the initial planning process. Provides staff training and community orientation regarding AzEIP, early intervention. Conducts child find and public awareness by developing a consistent plan to assure that Navajo children are identified early, assures that child find activities are provided in a culturally sensitive and within the context of the Navajo language. Identifies children so that 2% of the infant/child population on the Navajo Nation are provided services under an IFSP. Assures that child's records maintained by the program are confidential, has child's current level of development screenings, developmental checklist and other documents required by AzEIP, Navajo Nation and IDEA, Part C.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelors degree in Behavioral Health, Sociology, Social Work, or related field; and

PREFERRED: Education, Social Work, Special Education or related field

Experience:

Two (2) years of related experience in case management; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Ability to communicate and translate effectively in Navajo and English. Have knowledge of the Individual Disabilities Education Act (IDEA), Part C, and the Arizona Early Childhood Intervention Program and the Navajo Nation program policies and procedures.

License/Certification Requirements:

PREFERRED: Valid Drivers License (State), Arizona Department of Health Service Coordinator, CPR/First Aide Certified, and obtain tribal vehicle permit within 30 days of employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99