

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS05616891

DATE POSTED: 01/10/19

POSITION NO: 925125

CLOSING DATE: 01/24/19

POSITION TITLE: Case Management Specialist

DEPARTMENT NAME / WORKSITE: DSS / Developmental Disabilities - Window Rock, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME:  GRADE/STEP: AR64A

WORK HOURS: 8am - 5pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 41,641.60 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 20.02 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Develops and implements Individual Service Plans (ISP) based on service needs identified by the ISP team; identifies specific service providers, periods of service and number of service units; modifies ISP through consistent and timely monitoring; reviews and authorizes services; coordinates and monitors all service activities on a quarterly basis for Home Community Based Services (HCBS) and bi-annual for group home/residential settings; establish and maintain client files; ensures all required information is obtained, properly documented and filed; obtains required information concerning client profile, insurance coverage, referral system, income status, medical information, etc.; provides regular and other required statistical reports on a monthly basis; input all ISP updates in the Arizona Department of Economic Security Division of Developmental Disabilities' FOCUS system; serves as a liaison with service providers and other agencies; educate families and providers on the Developmental Disabilities program; participates in continuing education and professional training programs to maintain knowledge of Developmental Disabilities; Observes and abides by policies and procedures governing confidentiality; attends conferences seminars and workshops; conducts case staffing and performs related duties as assigned

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Social Work or related field; and have attended Support Coordinator SC 101 and mandatory trainings. Must possess two (2) years of case management experience or related experience; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

*(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Special knowledge of Navajo culture, traditional and philosophies; knowledge of the principle and techniques of case management; skills in facilitating group meetings; basic knowledge in computer literacy (MS Outlook, Word, Excel); communicate effectively in Navajo and English languages; ability to maintain accurate documentation of client services; Maintain Confidentiality.

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