THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS05616891
POSITION NO: 925125
DATE POSTED: 01/10/19
CLOSING DATE: 01/24/19

POSITION TITLE:
Case Management Specialist

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

WORK DAYS: Mon - Fri
WORK HOURS: 8am - 5pm
REGULAR FULL TIME: ☑

GRADE/STEP: AR64A
GRADE/STEP:
NO. OF HRS./WK.: 41,641.60 PER ANNUM
$ 41,641.60 PER ANNUM

SENSITIVE ☑
SEASONAL:
TEMPORARY:
DURATION :
$ 20.02 PER HOUR

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 activates 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.