THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS09116905	DATE POSTED:	01/11/19
POSITION NO:	943907	CLOSING DATE:	01/25/19
POSITION TITLE:	Case Management Specialist		
DEPARTMENT NAME / WORKSITE:	DSS / Department of Family Services / Shiprock, NM		
WORK DAYS:	Monday to Friday	REGULAR FULL TIME: ☑	GRADE/STEP: AR64A
WORK HOURS:	8 am to 5 pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 41,641.60 PER ANNUM
SENSITIVE	☑	SEASONAL: ☐	$ 20.02 PER HOUR
NON-SENSITIVE	☐	TEMPORARY: ☐ DURATION :	

DUTIES AND RESPONSIBILITIES:

Monitors intake assessments and initial client assessment procedures to determine eligibility of clients for services available; ensures that all required information is obtained and properly documented; arranges emergency and/or residential treatment services based upon the assessment and diagnosis of the individual level of care; reviews and authorizes payment for services attained for clients; conducts service and/or on site center reviews to ensure the services are available to program clients; conducts case staffing; maintains client files; implements and administers tracking and file review systems. Documents and obtains information pertinent to client's progress including assessment, psychiatric evaluation, admission or discharge, and case manager notes; arranges home visits with client's parents/guardian; ensures open lines of communications with parents and family for the duration of treatment; implements and coordinates aftercare activities with appropriate service providers; maintains communication with service providers, physician and case management team or multi-disciplinary teams. Develops individual service plans based on the needs identified by qualified professional as a result of screening, or by the case management team as a result of evaluation and diagnosis; identifies specific services providers and location, periods of service and the number of units of service; modifies individual service plans through consistent and timely monitoring; ensures compliance to program standards and procedures, and federal and state guidelines; reviews and authorizes services; prepares required reports; attends conferences, seminars, workshops and meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Behavioral Health, Sociology, Social Work or related field; and two (2) years of case management or related experience; or an equivalent combination of education and experience

Special Requirements:

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

Supplemental Requirements:

- Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Food Handlers Permit and 1st Aid/CPR/AED within 90 days of date of hire.

(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 knowledgeable, skilled and Abilities:

Knowledgeable of Navajo Culture, traditional and philosophies; knowledgeable of related health treatment localities; knowledgeable of outpatient and resident treatment programs; knowledgeable of the theories, principles, practices and techniques of case management; knowledgeable of program networking and management information systems. skilled in interpersonal communications and dealing with people; skilled in operating standard office and computer equipment; skilled in interpreting, explaining and applying applicable laws, regulations and procedures; skilled in establishing and maintaining effecting working relationships. Willing and able to learn how to use the Just Ware case management database.

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