

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0437409

Date Posted: 01/14/13

POSITION NO: 242661

Closing Date: 01/28/13

CLASS CODE: 3711

POSITION TITLE: Caregiver Resource Specialist

DEPARTMENT NAME: Navajo Area Agency on Aging

DEPARTMENT NO: 43 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R64A

Days: Mon.-Fri.

Permanent:

SALARY:

Hours: 8 AM - 5:00 PM

Temporary:

Duration: _____ \$ 38,084.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, plans, develops, monitors, evaluates and coordinates services for family caregivers. Services include counseling, setup of support groups, arrangement of respite and other home and community based services within statutory requirements. Develops Quality Assurance standards, program policies, procedures, service specifications, service methodologies and review/evaluates program monitoring to ensure compliance with federal, state and local guidelines. Develops and conducts program evaluation activities including participant surveys or studies to evaluate contract compliance, client satisfaction and quality care, analyzes monitoring evaluation findings. Develops training materials and provides program orientation on the National Family Caregiver Support Program (OAA TIII/Native American Caregiver Support Program (OAA TVI); develops educational information tools on caregiving support, and makes presentations on aging-related issues. Responsible for development and implementation of a program plan designed to meet the needs and concerns of respite clients and caregiver providers. Recruits and selects caregivers to provide respite care services. Provide technical assistance in development of case management system to assure proper reporting of caseloads and activities. Researches and identifies issues and trends having an impact on the aging population. Develops support services for grandparents raising grandchildren. Develops partnerships and networks with various agencies to develop and enhance services to caregivers, their families, and grandparents raising grandchildren.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Human Services, Sociology, Social Work or related field; and

Experience:

two (2) years experience in the area of human services planning, monitoring and/or contracts; 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, degree, certificates, diploma, licenses/permits, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of principles, principles, practices and techniques as they relate to human services and gerontology.

License/Certification Requirements:

Must possess a valid state driver's license and a Cardiopulmonary Resuscitation (CPR) Certificate and First Aid Certificate.

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