THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS05720450**	DATE POSTED:	01/14/21
POSITION NO:	240612	CLOSING DATE:	01/28/21
POSITION TITLE:	Senior Caseworker		
DEPARTMENT NAME / WORKSITE:	NDSS / Department of Child Care and Development/Leupp, AZ		
WORK DAYS:	Monday thru Friday	REGULAR FULL TIME: ☑	GRADE/STEP: BJ60A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME: ☐ NO. OF HRS./WK.:	$ 31,674.96 PER ANNUM
SENSITIVE	☑	SEASONAL: ☐	$ 15.17 PER HOUR
NON-SENSITIVE	☐	TEMPORARY: ☐ DURATION :	

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Casework Supervisor to conduct intake, interview, assessments and eligibility determination for clients for child care services, ensures all required documents are obtained and properly documented, reviews, authorizes and processes payment for child care services, conducts and monitors family and/or provider reviews to ensure compliance, conducts case staffing, prepares, arranges, and maintains client and/or provider case files, implements and administers tracking and file review system. Documents and obtains information pertinent to client's progress through assessment, arranges home visits with clients and child care providers. Ensure open line of communication with parents and families for the duration of assistance, implements child care services with appropriate child care providers and centers, maintains communication with service providers, and case work team. Identify specific services of providers and locations, periods of service, and number of units of service, conduct timely monitoring of child care services.

Ensures compliance to programs standards and procedures, and federal, state, and tribal guidelines, reviews and authorizes services, prepares required reports and enters data into data base, attend conferences, seminars, workshops and meetings to maintain compliance with health and safety requirements. Conducts community outreach and education through in-service training, program presentations, orientations, local health/job fairs, and community events to promote child care services and recruitment of children and child care providers.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Human Services, Social Work or related field; and two (2) years of social services or case management; or an equivalent combination of education and experience.

Special Requirements:

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

(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 applicable Navajo Nation, federal, state and local laws, ordinances, statutes, rules, regulations policies and procedures. Knowledgeable of principles and practices of social and human services work. Knowledgeable of Navajo Nation, federal, state and local resources available. Skilled in interpersonal communications and dealing with people. Skilled in counseling disadvantaged people about their problems. Skilled in analyzing data and drawing valid conclusions. Skilled in communicating effectively in both the English and Navajo languages. Skilled in assessing situations and providing appropriate remedies. Skilled in the art of persuasion Skilled in establishing and maintaining effective working relationships.

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