THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0392827** | Date Posted: **01/31/11**

POSITION NO: **240549** | Closing Date: **02/11/11**

CLASS CODE: **3761**

POSITION TITLE: **CASE MANAGEMENT SPECIALIST**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** | WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **Monday thru Friday**
Hours: **8:00 AM - 5:00 PM**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration: _____
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N640A**

SALARY:
$ **36,753.60** Per Annum
$ **17.67** Per Hour

DUTIES AND RESPONSIBILITIES:

Monitors and evaluates eligibility determinations and work participation progress to ensure quality case management by randomly reviewing customer case files on a quarterly basis to determine progress and growth; identifies areas of improvement in the case management of each field office and advises the Program Supervisor on how to correct and improve case management; provides necessary in-service workshops and training to support field staff in improving case management skills to make correct and appropriate decisions; prepares a quarterly report on overall case management progress and makes recommendations for improvement.

Provides professional case management training to increase and enhance field staff knowledge and to reduce audit findings; provides training on the Family Assistance & Employment Support Services (FAESS) policies and procedures; provides technical assistance to field staff to improve interviewing skills and use of assessment tools; provides technical assistance to field staff to improve case planning and case narration of each case file; recommends appropriate and necessary training for field staff to support case management and improve services; identifies fraudulent activity and refers case to the program's Fraud Investigation Unit.

Assists with the development and implementation of Code of Ethics for entire program; provides technical assistance to the field staff in complying with the Code of Ethics by identifying any deficiencies of field staff not complying with the Code of Ethics and advises supervisors and field staff on how to correct deficiencies to improve overall program ethical standards.

Ensures compliance with program standards and procedures and federal and state guidelines; prepares required reports; attends conferences, seminars, workshops, and meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's degree in Behavioral Health, Sociology, Social Work, or related field;

Experience:

Two (2) years of related experience in case management; or an equivalent combination of education, training, and experience which provides the capabilities to perform the describe duties. ***(To receive full credit for education/training, applicant must submit college transcript, certificate, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of the theories, principles, practices, and techniques of case management; knowledge of the PRWORA, 45 CFR Part 286, and other appropriate tribal, state, and federal regulations. Skill in interpreting, explaining, and applying applicable laws, regulations, and procedures. Strong verbal and written communication skills required; must be computer literate and proficient with Microsoft programs; knowledge of data collection and data analysis.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment. Must possess a valid state driver's license; within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

VETERAN'S 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***