

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DHR1512911
POSITION NO: 241441
CLASS CODE: 3761

Date Posted: 02/28/11
Closing Date: 03/11/11

POSITION TITLE: CASE MANAGEMENT SPECIALIST
DEPARTMENT NAME: Department of Child Support Enforcement
DEPARTMENT NO: 151 WORKSITE LOCATION: Gallup NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N64A
Days: Monday - Friday Permanent:
Hours: 8:00 am - 5:00 pm Temporary: Duration: SALARY:
Part-Time: No. of Hrs/Wk: 40 \$ \$36,753.60 Per Annum
\$ \$17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Provide daily review of cases of each CSEO to ensure prompt, efficient, and effective service delivery in accordance with NNDCSE policy and procedures manual, timeframes, federal regulations, contractual provision in intergovernmental agreement with State IV-D agencies, applicable MOU and MOA and associated protocol. Review and approve pleading for OHA hearings, case closure, case transfer, release of funds in suspense. NN Guidelines worksheet calculations and/or delinquency calculations. Completes monthly case review and submits written case review report to supervisor, noting deficiencies, corrective action, trends requiring corrective action. Implements corrective action plan per external audit, supervisor recommendation/request/directive, submits quarterly CAP updates as required. To prepare and submit required reports, budgets, or other documents, in a timely manner to NNDCSE administration, as required.

Orientate and train new staff of all duties and responsibilities, applicable policy, federal regulations, state contractual requirements, for effective and efficient case processing and case management. Assess individual training needs of each staff, establish and implement a training plan, evaluate effectiveness of training plan and learning goals. Supervise staff on a daily basis in accordance with NNDPM. To periodically plan and establish goals and objectives for and with the program staff for purpose of attaining individual quota, and overall goals of the department. To conduct annual performance evaluations, to attend requires training, meetings, and conferences. Assess caseload on a monthly basis for assignment of equitable caseload per class of employee.

QUALIFICATION REQUIREMENTS:

Education and Training:

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

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 described duties. ***(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Certification or demonstrated ability in computer application and software.

License/Certification Requirements:

Valid Drivers License and must be able to obtain Navajo Nation Tribal Vehicle Permit

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