THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS03914910 DATE POSTED: 03/02/18
POSITION NO: 240097 CLOSING DATE: 03/15/18
POSITION TITLE: Case Worker
DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Tuba City, Arizona
WORK DAYS: Monday to Friday REGULAR FULL TIME: ☑ GRADE/STEP: AI57A
WORK HOURS: :00 am to 5:00 pr PART TIME: ☐ NO. OF HRS./WK.: $ 22,692.80 PER ANNUM
SEASONAL: ☐ $ 10.91 PER HOUR
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Primary responsibilities are to interview Department for Self Reliance (DSR) applicants to determine eligibility for cash/non-cash assistance using the Pathway to Self Reliance Manual requirements; enters data into the Tribal Assistance System (TAS); informs potential DSR applicant of federal guideline regarding work requirements, eligibility time limits, sanctions, child support requirements; collects and copies documents and/or communicates with other agencies to verify all pertinent information including vital statistics and source of income requirements; refers customers by automation, telephone calls, or written notice to other tribal/non-tribal resources and programs. Must be knowledgeable of federal, state, and tribal laws & regulations, which Coordinates with tribal and non-tribal programs including NN Child Support Enforcement, NN Child Care, NN Head Start, Navajo Workforce Development, Supplemental Nutritional Assistance Program, and Medicaid programs to provide applicants with other services. As necessary, conducts home visits to provide outreach services for cash/non-cash assistance in the eligibility determination.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High school diploma or GED; and one (1) year experience providing social services and human services; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (

(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 Knowledge, Skills and Abilities:

KNOWLEDGE OF: applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures; principles and practices of social services work; Navajo Nation's regulations regarding the care of clients; theories and practices of human service development; community resources available to individuals and families. SKILL IN: interpersonal communications and dealing with people; communicating both orally and in writing; analyzing data and drawing valid conclusions; communicating effectively in the English and Navajo languages; assessing situations and providing appropriate

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