

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH07211566

DATE POSTED: 03/07/16

POSITION NO: 243680

CLOSING DATE: 03/18/16

POSITION TITLE: Case Assistant

DEPARTMENT NAME / WORKSITE: Department of Behavioral Health Services/Navajo Regional Behavioral Health Authority/Kaibeto, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: AB56A

WORK HOURS: 8:00 am-5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 20,300.80 PER ANNUM

SEASONAL:  DURATION : \_\_\_\_\_ \$ 9.76 PER HOUR

TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Informs clients of program eligibility criteria; takes application and/or completes intake forms and conducts initial interview; determines eligibility and develops plan for clients for approval by appropriate staff according to applicable rules and regulations; conducts home visits; establishes and maintains case files by keeping eligibility documents updated and other pertinent documents; interacts with vendors/contractors requesting bids on materials and project work; prepares financial documents (e.g. purchase requisitions, purchase orders).

Establishes an accounting system to manage financial records and documents pertaining to client's needs; prepares required reports; logs in mail; establishes and maintains filing system; files and types documents (e.g. reports, memoranda, correspondence); answers telephones and assists callers or refers caller to more knowledgeable staff; provides support to the program staff by scheduling appointments, preparing appointment letters and other correspondence; provides orientation on program services; transports clients as needed.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma or GED; and two (2) years of clerical work experience including customer services.

**Preferred Qualifications:**

- Proficient in Microsoft Office software or other computer applications.
- College courses in Business Administration, Behavioral Science, Counseling or related field.

***(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 REQUIREMENTS:**

- Possess a valid state driver's license.

**Special Knowledge, Skills and Abilities:**

Knowledge of the programs available to clients; knowledge of the basic principles and practices of budgeting; knowledge of applicable Tribal, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of standard office equipment.

Skill in operating standard office equipment; skill in working with computers and applicable software applications; skill in evaluating clients to determine eligibility for programs for the underprivileged; skill in applying judgment in the release of and safeguarding confidential information; skill in interacting with people in all social, economic, cultural, spiritual and emotional places; skill in keyboarding.

<<A favorable background investigation is required>>

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