

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0937618**
POSITION NO: **241556**
CLASS CODE: **3761**

Date Posted: **03/11/13**
Closing Date: **03/22/13**

POSITION TITLE: **Case Management Specialist**
DEPARTMENT NAME: **Department of Family Services/NN DSS-Tuba City Office/Arizona Long Term Care Svs.**
DEPARTMENT NO: **93** WORKSITE LOCATION: **Kaibeto, AZ**
WORKS DAYS/HOURS: POSITION TYPE: GRADE: **R64A**
Days: **Mon - Fri** Permanent: SALARY:
Hours: **8 am-5 pm** Temporary: Duration: **\$ 18.31** Per Annum
Part-Time: No. of Hrs/Wk: **40** \$ **38,084.80** Per Hour

DUTIES AND RESPONSIBILITIES:

Receives intakes and referrals upon ALTCS eligibility determination and makes initial contact in accordance with AHCCCS policy. Provides information and educates clients/community members on the ALTCS program. Conducts comprehensive assessment to eligible clients to ensure the safety of the home environment, health condition, and social network of the client. Develops and implements a Case Management Service Plan (CMSP) based on the service needs identified during the on-site visit and assessment. Identifies specific service providers period of service and the number of service units for proper care. Monitors services, reviews case plans, authorizes services on a quarterly basis for Home Community Based Service Modifies (HCBS) and bi-annually for clients in a nursing home setting.

Modifies CMSP in a timely manner according to service needs. Ensures authorized long-term care services; attendant care services, transportation, home modification and nursing home placements are cost effective in accordance to AHCCCS policy. Establishes and maintains all case files by ensuring all appropriate information is obtained, properly documented and filed. Inputs data in to the AHCCS computer data-base. Communicates with the state eligibility officer to report changes of addresses or case closures. Collaborates with local resources and state service providers to make appropriate referrals, obtains medical information and client support system. Participates and/or hosts professional training related to health care, communication, nutrition, socialization, and direct care to enhance service delivery to the elderly and/or physically disabled.

QUALIFICATION REQUIREMENTS:

Education and Training:

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. **(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)**

Special Knowledge, Skills and Abilities:

Knowledge of Navajo culture, tradition, and philosophies. Knowledge of theories, principles, practices and techniques of case management. Knowledge of program networking and management information systems. Skill in interpersonal communication and dealing with people. Skill in interpreting, explaining and applying applicable laws, regulations and procedures. Skills in interpreting, explaining and applying applicable laws, regulations and procedures. Skill in communicating effectively in Navajo and English languages, establishing and maintaining effective working relationship.

License/Certification Requirements:

Must possess a valid state driver's license and ability to obtain a Navajo Nation Vehicle Operator's Permit.

Position requires a background check and relevancy assessment prior to employment.

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