

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | <u>DOH06411587</u> | DATE POSTED: | <u>03/14/16</u> |
| POSITION NO: | <u>942601</u> | CLOSING DATE: | <u>03/25/16</u> |
| POSITION TITLE: | <u>Case Management Specialist</u> | | |
| DEPARTMENT NAME / WORKSITE: | <u>DOH/Breast and Cervical Cancer Project - Winslow, AZ</u> | | |
| WORK DAYS: | <u>Monday - Friday</u> | REGULAR FULL TIME: | <input checked="" type="checkbox"/> |
| WORK HOURS: | <u>8:00 am - 5:00 pm</u> | PART TIME: | <input type="checkbox"/> |
| | | SEASONAL: | <input type="checkbox"/> |
| | | TEMPORARY: | <input type="checkbox"/> |
| | | NO. OF HRS./WK.: | <u> </u> |
| | | DURATION : | <u> </u> |
| | | GRADE/STEP: | <u>AB64A</u> |
| | | | \$ <u>40,414.40</u> PER ANNUM |
| | | | \$ <u>19.43</u> PER HOUR |

DUTIES AND RESPONSIBILITIES:

Implements & administers systems for tracking and file review; executes and/or supervises all aspects of client records review; establishes a patient registry; identifies specific service providers, service locations, periods of service and the number of units of service by type of service provided. Directs and participates in intake and initial client assessment procedures; ensures that all required information is obtained and properly documented, distributed and filed. Performs case management for families and patients with abnormal and normal screening results by developing individual service plan; modifies individual service plans through consistent and timely monitoring; monitors all aspects of treatment/services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Behavioral Health, Sociology, Social Work or related field; and two (2) years of case management or related experience.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

Navajo language - bilingual, *preferred*.

(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:

Able to work independently in an unstructured setting. Able to assess patient immediately and make a capable decision.

<<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.