

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

REQUISITION NO: <u>DODE04413520</u>	DATE POSTED: <u>03/20/17</u>	
POSITION NO: <u>243962</u>	CLOSING DATE: <u>03/31/17</u>	
POSITION TITLE: <u>Case Worker (S)</u>		
DEPARTMENT NAME / WORKSITE: <u>DODE/Office of Special Education and Rehabilitation Services/Window Rock, AZ</u>		
WORK DAYS: <u>M-F</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AB57A</u>
WORK HOURS: <u>40/week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>22,131.20</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>10.64</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Assists the Vocational Rehabilitation and Independent Living Counselor to provide eligible criteria for the VR/IL program. Travels to schools, chapters, and other programs to provide information of services to eligible clients to ensure VR and IL services are provided. Maintains a working understanding of the Rehabilitation Act and the approved grant outcomes. Receives applications and/or completes intake forms to begin the initial interview process. Works with VR and IL Counselors on eligible consumers for plan development for provided services and to confirm approval of the supervisor by applicable rules and regulations. Performs paraprofessional support duties in a rehabilitation and Independent Living setting, by directly assisting the VR and IL Counselor and other team members to provide rehabilitation and independent living services to individuals with disabilities. Prepares all financial documents and follows up on payments for client services. Assists Counselors in follow up with clients on their responsibilities in the Individualized Employment Plan in meeting his/her vocational goals. Documents client progress and follow up in the client record. Answering incoming calls and assisting callers with proper information or transferring to proper staff to receive additional information. Attend team meetings to obtain updated information from supervisor and counselors. Manage and maintain an organized filing system of client's documents to obtain updated payments, case status, memorandums, invoices, and other documentations. Assists with vendors/contractors for requesting bids on building materials and to check on progress of project worksite. Review project plan with contractor and client to ensure services are met with the counselor. Addresses issues relates to services to clients and updates changes to Counselors. Assists the Counselors in preparing memorandums/letters and other correspondence to clients, counselors, and other programs. Schedule appointments for clients to review and update information to continue services. Assist Counselors with schools counselors, special education staff and parents regarding students with disabilities transitioning from school to work/independent living. Provides information regarding VR and IL program.

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

**Minimum Qualifications:**

- A high school diploma/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 is required.
- Possess a valid state driver's license.

***(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. Knowledge of the principles and practices of social service work. Knowledge of the Navajo Nation's regulations regarding the care of clients. Knowledge of the theories and practices of human service development. Knowledge of community resources available to individuals and families. Skill in working with computers and applicable software applications. Skill in interpersonal communications/dealing with people. Skill in communicating both orally and in writing. Skill in analyzing data and drawing valid conclusions. Skill in communicating effectively in the Navajo and English languages. Skill in assessing situations and providing appropriate remedies. Skill in workload management. Skill in applying judgment in the release of and safeguarding confidential information. Skill in establishing and maintaining effective working relationships.

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