

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

REQUISITION NO: DODE04415054 DATE POSTED: 03/27/18  
POSITION NO: 940688 CLOSING DATE: 04/27/18  
POSITION TITLE: Rehabilitation Services Technician

DEPARTMENT NAME / WORKSITE: Office of Special Education & Rehabilitation Services / Dine Education / Window Rock, AZ

WORK DAYS: <u>Mon - Fri</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>A160A</u>
WORK HOURS: <u>40</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>29,307.20</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>14.09</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Conducts outreach to community and referral agencies to recruit applicants of people with disabilities. Accurately conveys information about independent living services, eligibility criteria and services that can be provided under an independent living plan. Gathers through interviews and completion of release of records, medical, and disability history to determining eligibility for independent living services. Documents and maintains information in the case record. Maintains an understanding of the Rehabilitation Act, scope of services and requirements for Uniform Federal Accessibility Standards (UFAS) and Americans with Disabilities Act. Performs paraprofessional support duties in an independent living setting, by conducting home assessments with team members to provide independent living services to individuals with significant disabilities. Processes all financial documents and follows up on payments for client services and payments for home accessibility and with clients on their responsibilities in the Independent Living Plan in meeting his/her independent living goals. Documents client progress and follow up in the client record. Advocates on behalf of clients by assisting them to access other resources and services, such as but not limited to chapter level housing assistance, Elder services, social services, etc. Manages and maintains caseload in an automated system used by the program by entering all information related to demographics, case statuses, and other information that assists in generating reports. Advocates on behalf of clients by assisting them to access other resources and services, such as but not limited to services provided by their Chapter, housing assistance, Elder services, social services etc. Works with contractors to provide the necessary knowledge and guidance for home modifications and procurement of necessary supplies, materials and products. Inspects sites for quality inspections of the home modifications, ramps and other required work. Completes necessary quality assurance paperwork for completion of independent living plans.

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

**Minimum Qualifications:**

- An Associate's degree in Human Services or closely related field; and two (2) years of work experience providing human/social services; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- 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:**

Ability to communicate effectively in English and in the Navajo language. Ability to work effectively with people with disabilities in the areas of personal and social adjustment. Ability to conduct interviews and case documentations. Must have good writing skills.

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