

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

REQUISITION NO: DOH07215106 DATE POSTED: 04/04/18  
POSITION NO: 243682 CLOSING DATE: 04/17/18  
POSITION TITLE: Case Assistant (S)  
DEPARTMENT NAME / WORKSITE: NDOH/DBMHS/Navajo Regional Behavioral Health Authority/Dilkon, AZ

WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AI56A</u>
WORK HOURS: <u>8:00 am-5:00 pm</u>	PART TIME: <input type="checkbox"/>	\$ <u>20,800.00</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>10.00</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**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/GED; and two (2) years of clerical work experience including customer 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:**

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.

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