

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS15320995	DATE POSTED:	05/03/21
POSITION NO:	925120	CLOSING DATE:	05/14/21 by 5pm
POSITION TITLE:	Case Management Specialist		
DEPARTMENT NAME / WORKSITE:	Department of Family Services/AZ Long Term Care Services/Hardrock, Arizona		
WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>BJ64A</u>
WORK HOURS:	8 a.m. to 5 p.m.	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>43,910.64</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>21.03</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

Receive new enrollments from AHCCCS/ALTCS of members determined eligible. Conduct initial assessments and periodic case reviews utilizing standardized AZ Long Term Care System forms. Refers members to other resources for services or support. Conduct assessment to determine level of care a member will require. Assists the member and/or family members to identify the member's present situation, their current capacities, support system, their needs and/or the actions needed to meet identified needs and reach desired outcome. Coordinates with the member and the family to develop and document an individualized/family service plan, utilize the plan to coordinate with local resources and private providers to devise a personal care plan for the member. Documents and directs the service plan activities to support the member to reach desired goals, outcomes, and/or objectives. Collaborates with support services to establish team agreements as ongoing problem solving process.

Facilitates ongoing assistance to the member and family to obtain and maintain the support services to achieve the vision, goals, and objectives identified in the member's service plan. Facilitation process include completing referrals, obtaining prior authorization, monitoring and making assignments to ensure follow through by other team members or providers, and serving as focal point for communication and coordination. Monitors the service plan to ensure that the member achieves the identified goals, objectives, and outcomes and reviews the service plan periodically with member and family and revise when needed. Assist the members whose services and support from AHCCCS/ALTCS are determined to be discontinued.

Compiles and submits monthly statistic reports to Supervisor. Monitors services and support according to established services and care plans at the nursing homes, assisted living facilities, and group homes. Documents, revises service plans, and recommends solutions to placement related problems, concerns, etc., of the member. Attends staff meetings, trainings, and other department activities as required. Attends program meetings with Navajo Nation departments, state, and local offices. Participates in elder task force, partnership, and multi-disciplinary team meetings in the communities.

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; or an equivalent combination of education and experience.

Special Requirements:

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

(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:

Proficient in Microsoft Office Software or other computer applications. Incumbent must obtain Navajo Nation Operator's Permit, Food Handlers Permit and 1st Aid/CPR/AED within 90 days of date of hire. Knowledge of Navajo culture, tradition, and philosophies; knowledge of related health treatment localities; knowledge of outpatient and resident treatment programs; knowledge of the theories, principles, practices, and techniques of case management; knowledge of program networking and management information systems. Skill in interpersonal communications and dealing with people; skill in operating standard office and computer equipment; skill in interpreting, explaining and applying applicable laws, regulations and procedures; skill in communicating effectively in the Navajo and English languages; and 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.