

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0428705

DATE POSTED: 05/12/14

POSITION NO: 241487

CLOSING DATE: 05/23/14

POSITION TITLE: Case Worker

DEPARTMENT NAME / WORKSITE: Office of Navajo Uranium Workers' / Shiprock, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: Y57A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 21,486.40 PER ANNUM

SEASONAL: DURATION : _____ \$ 10.33 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision, perform work of moderate difficulty providing direct services to former Navajo Uranium Workers,(miners, millers, Ore-Transporter, or On-Site Participants), and Downwinder victims, where applicable their surviving beneficiaries. To register former Uranium workers, i.e. miners, millers and their families. Case follow-ups, interviews, assessments of files, continue to collect necessary documents for USDOJ - RECA. Home visits involves getting the information to clients regarding case updates and getting the required signature for USDOJ - RECA and USDOL - EEOICPA claims. Attend public meetings, public hearings and presentations for any interested groups regarding uranium issues.

Clerical duties include filing, typing and photocopying and answering telephone calls. Attend Peacemakers meeting to assist miners and their families for information requested and changes on pertinent documents for the all claims. Must be able to attend chapter meeting(s) or other meeting(s) regarding uranium issues and must be able to speak at these communities meeting(s) at agency level.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

MINIMUM QUALIFICATIONS:

* A high school diploma or GED; and one (1) year experience providing social services and human services.

PREFERRED QUALIFICATIONS:

- * College courses in Human Services, Social Work or Counseling.
- * Two (2) years of Human Services or Social Services work experience.
- * Proficiency in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- * 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 Navajo Language is a must, ability to prepare required reports and maintain file records. Must be able to interpret for the U.S. Dept. of Justice / Radiation and U.S. Dept. of Labor / Energy Employees Occupational Illness Compensation Program Act representatives at update meetings regarding uranium workers' compensation.

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