THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0573167** | Date Posted: **05/23/11**

POSITION NO: 240645 | Closing Date: **06/07/11**

CLASS CODE: 3760

POSITION TITLE: **Caseworker Supervisor**

DEPARTMENT NAME: Child Care & Development Fund Program/Division of Social Services

DEPARTMENT NO: 57 | WORKSITE LOCATION: Gallup, New Mexico

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8:00 AM - 5:00 PM

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R64A

SALARY:
$ 38,084.80 Per Annum
$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Monitor and periodically review Sr. Case Worker's case files to ensure case is complete with all supporting documentation and meets audit eligibility compliance. Supervises and monitor Sr. Case Worker's work activity in providing services to clients and potential clients and to ensure the performance is in accordance with established program policies, goals and objectives. Evaluates and monitors Sr.Case Worker's statistical information to verify the number of children served, tracking number of providers serving children, track number of families served to create the yearly ACF 700 report. Monitor and supervise Sr. Case Worker and client relationship by reviewing intake assessments, coordinate work activity plans, making referrals and follow up with referrals. Coordinates with internal Navajo Nation Programs and other tribal or non-tribal resources and programs for additional support for services. Coordinates and provide training to staff and child care providers on child care policies, health and safety standards to care for child children. Using the CCDF policies and procedures determine client eligibility, including federals rules governing the CCDF program. (45 CFR Parts 98 and 89) Maintain professional relationships with Navajo Nation en

QUALIFICATION REQUIREMENTS:

Education and Training:

Associates degree in Sociology or related field; and

Experience:

two (2) years of public social welfare programs,, one (1) year of which must have been in a management/supervisory capacity; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Demonstrate fluency in English and Navajo language including writing skills, interpersonal communications, dealing with people, interviewing practices and skills. Providing assessments and determining child care eligibility.

License/Certification Requirements:

Must possess a Valid Driver's License and obtain a Navajo Nation Tribal Permit. National Background check for applicants.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***