

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DCD09215572 DATE POSTED: 06/06/18
POSITION NO: 244213 CLOSING DATE: 06/19/18
POSITION TITLE: Eligibility Technician (2 Positions)

DEPARTMENT NAME / WORKSITE: Community Housing & Infrastructure Dept./Housing improvement Program Fort Defiance, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: A158A
WORK HOURS: 40 PART TIME: NO. OF HRS./WK.: _____ \$ 24,731.20 PER ANNUM
SENSITIVE SEASONAL: DURATION : _____ \$ 11.89 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Distribute program application for housing assistance and/or benefits, assist clients/applicants in completing housing assistance application in Agency Office or outreach facilities. Conduct personal interviews to obtain require information and documents to determine eligibility; monitors and assists with client eligibility status, explain policies, procedures and practices to applicants, clients and representative of other agencies. Conduct assessments and screening of application to determine eligibility for services; maintain procedure for contacting clients/families to prevent loss of eligibility. Maintain accurate client case files, ensure appropriate forms and documents are properly recorded and abide to policies procedures governing confidentiality. Review all applications for eligible certified status, complete application rating and ranking according to regulation as outlined 25 CFR, part 256. Notify client/family of program decision of application acceptance or denial. Performs numerous clerical support duties, process administrative documents forms, as needed; answer telephones, greet/refers clients to appropriate resources. Maintains file retention through files indexing, coding and filing. Attend staff meeting, as necessary. Require occasionally travel reservation wide. Maintain current knowledge of Federal and Nation policies/procedures. Assist with other duties as assigned.

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of work experience in human services or a related field; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.

(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:

Customer service, require to understand/speak Navajo Language.
Records Management or Case Management training and computer knowledge.
Interpreting and explaining policies, procedures and practices.
Interpersonal communications/dealing with people.
Establishing and maintain effective working relationships with those contacted in the course of work.

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