

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

REQUISITION NO:	<u>DSS05613951</u>	DATE POSTED:	<u>06/16/17</u>		
POSITION NO:	<u>925125</u>	CLOSING DATE:	<u>06/29/17</u>		
POSITION TITLE:	<u>Case Management Specialist</u>				
DEPARTMENT NAME / WORKSITE:	<u>DSS / Developmental Disabilities - Window Rock, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB64A</u>
WORK HOURS:	<u>8:00 am - 5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>40,414.40</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>19.43</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Develops and implements Individual Service Plans (ISP) based on service needs identified by the ISP team; identifies specific service providers, periods of service and number of service units; modifies ISP through consistent and timely monitoring; reviews and authorizes services; coordinates and monitors all service activates on a quarterly basis for Home Community Based Services (HCBS) and bi-annual for group home/residential settings; establish and maintain client files; ensures all required information is obtained, properly documented and filed; obtains required information concerning client profile, insurance coverage, referral system, income status, medical information, etc.; provides regular and other required statistical reports on a monthly basis; input all ISP updates in the Arizona Department of Economic Security Division of Developmental Disabilities' FOCUS system; serves as a liaison with service providers and other agencies; educate families and providers on the Developmental Disabilities program; participates in continuing education and professional training programs to maintain knowledge of Developmental Disabilities;

Observes and abides by policies and procedures governing confidentiality; attends conferences seminars and workshops; conducts case staffing and performs related duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Social Work, Behavioral Health, or related field; and two (2) years of case management or related experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess 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:**

Special knowledge of Navajo culture, traditional and philosophies; knowledge of the principle and techniques of case management; skills in facilitating group meetings; basic knowledge in computer literacy (MS Outlook, Word, Excel); communicate effectively in Navajo and English languages; ability to maintain accurate documentation of client services; Maintain Confidentiality.

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