

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

REQUISITION NO:	<u>DOH07215634</u>	DATE POSTED:	<u>06/13/18</u>		
POSITION NO:	<u>243679</u>	CLOSING DATE:	<u>06/27/18</u>		
POSITION TITLE:	<u>Case Assistant (S)</u>				
DEPARTMENT NAME / WORKSITE:	<u>NDOH/DBMHS/Navajo Regional Behavioral Health Authority/Pinon, AZ</u>				
WORK DAYS:	<u>Monday-Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>A156A</u>
WORK HOURS:	<u>8:00 am-5:00 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 20,800.00</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 10.00</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Informs clients of program eligibility criteria; takes application and/or completes intake forms and conducts initial interview; determines eligibility and develops plan for clients for approval by appropriate staff according to applicable rules and regulations; conducts home visits; establishes and maintains case files by keeping eligibility documents updated and other pertinent documents; interacts with vendors/contractors requesting bids on materials and project work; prepares financial documents (e.g. purchase requisitions, purchase orders).

Establishes an accounting system to manage financial records and documents pertaining to client's needs; prepares required reports; logs in mail; establishes and maintains filing system; files and types documents (e.g. reports, memoranda, correspondence); answers telephones and assists callers or refers caller to more knowledgeable staff; provides support to the program staff by scheduling appointments, preparing appointment letters and other correspondence; provides orientation on program services; transports clients as needed.

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

**Minimum Qualifications:**

- A high school diploma/GED; and two (2) years of clerical work experience including customer services; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- 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:**

Knowledge of the programs available to clients; knowledge of the basic principles and practices of budgeting; knowledge of applicable Tribal, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of standard office equipment.

Skill in operating standard office equipment; skill in working with computers and applicable software applications; skill in evaluating clients to determine eligibility for programs for the underprivileged; skill in applying judgment in the release of and safeguarding confidential information; skill in interacting with people in all social, economic, cultural, spiritual and emotional places; skill in keyboarding.

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