

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH03524018

DATE POSTED: 06/13/22

POSITION NO: 940646

CLOSING DATE: 07/07/2022 by 5pm

POSITION TITLE: ELIGIBILITY TECHNICIAN

DEPARTMENT NAME / WORKSITE: Navajo Food Distribution Program/ Crownpoint, NM

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: BJ58A

WORK HOURS: 8:00am - 5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 27,519.84 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 13.18 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Screens and conducts assessments to determine eligibility for services; maintains accurate procedures for determining eligibility and availability of benefits; facilitates client application for benefits, monitors and assist with client eligibility; explain program policies, obtains authorization for acceptance of benefits, ensures that appropriate forms and documents are properly recorded; maintains records of contacts, referrals and dispositions, maintains liaison with local, state and federal agencies. Prepares report on work case activity; attends conferences, seminars, workshops and meetings; prepares complex reports; establishes case files and record keeping procedures, case management that appropriate forms and documents are properly recorded and transmitted to appropriate offices.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

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:

- 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 verification of qualification for benefits; eligibility requirements for the program; record keeping procedures; assessment of case eligibility; ability to manage caseload; communication skills; establishing and maintaining effective working relationship. Some incumbents are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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