

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15324106

DATE POSTED: 06/23/22

POSITION NO: 942654

CLOSING DATE: 07/07/2022 by 5pm

POSITION TITLE: Case Management Specialist

DEPARTMENT NAME / WORKSITE: NDSS/Dept. of Family Services - Átchíní Bìł Na'anish Program (Foster Care)/Shiprock, NM

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: BQ64A

WORK HOURS: 8 am to 5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 45,226.08 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 21.66 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Case Management Specialist will report to the Program Supervisor, under the Department of Family Services - Átchíní Bìł Na'anish (Foster Care) Program. Case Management Specialist will investigate referrals, travel to conduct home studies and determine the safety of child or children's welfare and discern if detainment of children is necessary. Case Management Specialist will collaborate with social workers for temporary placement of children into certified foster homes and/or treatment facilities. Case Management Specialist maybe required to work on a rotating schedule for on-call duties outside normal working hours, including weekends.

CMS will conduct home visits to complete home studies, preliminary Office of Environmental Health (OEH) surveys and develop service plans for foster care placements. Case Management Specialist will assist families with application for placement agreement, gather pertinent information and documents, such as reference letters, physical exam medical forms, CPR/1st Aid certificates, food handler's card, immunization records, process requests for criminal background clearance reports for both federal and tribal levels. Case Management Specialist will collaborate with social workers for reunification initiatives or permanent foster home placement. Case Management Specialist will complete referrals to resources available to the public and potential foster families.

Case Management Specialist compile and prepare case file and meet with Program Supervisor to complete case staffing (MDT or CPT). Case Management Specialist will complete case reports and enter data into the electronic data base for reporting purposes. Case Management Specialist will adhere to all mandated privacy and applicable laws for tribal, state, and federal for maintaining confidential information and other applicable standards.

Case Management Specialist will collaborate with other internal co-workers and provide training to foster/kinship/adoptive families monthly. Case Management Specialist will use established curriculum, such as the Reasonable and Prudent Parenting guidance and provide overview of the standardized foster parent handbook, applicable forms frequently used and assist with the Diné parent training on a quarterly basis. Case Management Specialist will attend work related meetings, trainings/workshops, and conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Behavioral Health, Sociology, Social Work 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:

Knowledge of Navajo culture, tradition and philosophies. Knowledge of related health treatment localities. Knowledge of outpatient and resident treatment programs. Knowledge of the theories, principles, practices and techniques of case management. Knowledge of program networking and management information systems. Skill in interpersonal communications and dealing with people. Skill in operating standard office and computer equipment. Skill in interpreting, explaining and applying applicable laws, regulations and procedures. Skill in communicating effectively in the Navajo and English languages. Skill in establishing and maintaining effective working relationships.

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