

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

REQUISITION NO:	<u>DSS15324107</u>	DATE POSTED:	<u>06/23/22</u>		
POSITION NO:	<u>941055</u>	CLOSING DATE:	<u>07/07/2022 by 5pm</u>		
POSITION TITLE:	<b>Case Management Specialist (2 Positions)</b>				
DEPARTMENT NAME / WORKSITE:	NDSS/Department of Family Services - Chinle Field Office/Chinle, AZ				
WORK DAYS:	<u>Monday to Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BQ64A</u>
WORK HOURS:	<u>8 am to 5 pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>45,226.08</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>21.66</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Case Management Specialist (CMS) will interview individuals and families and conduct home visits to obtain information and assess family dynamics and environment. CMS will perform case management by completing applicable assessment forms with families, develop case plans with families utilizing assessment tools and social work and cultural knowledge. CMS will monitor progress of family case plans, as needed communicate and reassess/revise case plans with individuals/families. CMS will maintain and organize case file using applicable policies and procedural guidelines for case management. CMS will prepare reports for family court and foster care review hearings, and other resource agencies.

Case Management Specialist will attend court hearings and provide testimonies in court on court ordered home studies and on-going child welfare cases. CMS will utilize and abide by the Navajo Áichíní Bi Beehaz'ánnii Act and other applicable Navajo Nations laws and acts. CMS will attend Foster Care Review Board hearings to report on assessment on child welfare cases. CMS will coordinate and communicate with attorneys, law enforcement, and Federal Bureau of Investigation agents and other resources. CMS will conduct placement of children for out of home care, monitor progress, medical, and educational needs of children in care and maintain monthly contacts. CMS will facilitate the return of children and provide advocacy as needed. CMS will plan, attend, and facilitate case staffing/consultations. CMS will submit monthly statistical reporting and other administrative reports. CMS will also attend staff meetings such as MDT or CPT, participate in prevention activities, attend work related meetings, trainings 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.**