THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0896722** Date Posted: **07/02/12**
POSITION NO: 948349 Closing Date: **07/16/12**
CLASS CODE: 3761
POSITION TITLE: **Case Management Specialist**
DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region
DEPARTMENT NO: 89 WORKSITE LOCATION: Gallup, New Mexico
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A
Days: Monday - Friday Permanent: ☑ SALARY:
Hours: 8:00 am - 5:00 pm Temporary: ☐ Duration: ____ $ 38,084.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:
Under direction, performs professional work of considerable difficulty in the delivery of treatment plans based on assessments and diagnosis of health professional/case management team; performs related work as assigned. Monitors intake assessments and initial client assessment procedures to determine eligibility of clients for services available; ensures that all required information is obtained and properly documented; arranges emergency and/or residential treatment services based upon the assessment and diagnosis of the individual level of care; reviews and authorizes payment for services attained for clients; conducts service and/or on site center reviews to ensure the services are available to program clients; conducts case staffing; maintains client files; implements and administers tracking and file review systems.
Documents and obtains information pertinent to client's progress including assessment, psychiatric evaluation, admission or discharge, and case manager notes; arranges home visits with client's parents/guardian; ensures open lines of communications with parents and family for the duration of treatment; implements and coordinates aftercare activities with appropriate services providers; maintains communication with service providers, physician and case management team or multi-disciplinary teams. Develops individual service plans based on the needs identified by qualified professional as a result of screening, or by the case management team as a result of evaluation and diagnosis; identifies specific service providers and location, periods of service and the number of units of service; modifies individual service plans through consistent and timely monitoring; ensures compliance to program standards and procedures, and federal and state guidelines; reviews and authorizes services; prepares required reports; attends conferences, seminars, workshops and meetings.

QUALIFICATION REQUIREMENTS:
Education and Training:
An Bachelor's degree in Behavioral Health, Sociology, Social Work, or related field; and

Experience:
two (2) years of related experience in case management; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:
Knowledge of Navajo culture, tradition and philosophies.
Knowledge of related health treatment facilities.
Knowledge of outpatient and residential 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate efforts in the provision of financial assistance to disadvantaged clients.

License/Certification Requirements:
Must possess a Valid State Driver's License and a Valid Navajo Nation Vehicle Operator's Permit (to be obtained upon employment).

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***