THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0896741** Date Posted: **07/02/12**
POSITION NO: 940911 Closing Date: **07/16/12**
CLASS CODE: 3762
POSITION TITLE: **SENIOR CASE WORKER**
DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region-Family Financial Assistance Unit
DEPARTMENT NO: 89 WORKSITE LOCATION: Gallup, NM

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R60A
SALARY:
$ 26,956.80 Per Annum
$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty providing direct social services to individuals, families, and others, including areas such as personal and family adjustments, finances, employment, and/or other physical, psychological, or social factors; position requires independent judgment and responsibility; performs related work as assigned.

Conducts personal interviews to obtain information and to determine eligibility; explains and interprets policies and procedures in area of requested service; assists clients in filling out application including making collateral contacts with state, federal, and Navajo Nation offices in establishing eligibility; identifies related needs and provides auxiliary services by working with clients/families in obtaining or making use of available resources.

Identifies specific service providers; monitors, reviews and authorizes services; coordinates and collaborates with service providers to provide follow up and one to one service to clients; refers clientele to available resources for assistance; performs case reviews in coordination with service providers; develops and implements individual service plans based on needs assessment; conducts periodic evaluation and follow up of client progress; investigates cases.

Prepares case narratives to establish case record; maintains and ensures confidentiality of case records; documents information pertinent to client's progress, assessments, psychiatric evaluation, admission/discharge, and case manager notes; arranges and conducts home visits with client and/or family; counsels clients in the areas of self-sufficiency, budgeting, personal hygiene, education, employment/training, abuse, exploitation, and neglect; may file cases with courts and provide testimony; attends meetings, training and workshops.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Human Services, Social Work or ***(to receive full credit for education/training applicant must submit copies of transcripts, degrees and current certificates.)***

Experience:

two (2) years of social services to disadvantaged people; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, federal, state and local laws, ordinances, statutes, rules, regulations policies and procedures.
Knowledge of principles and practices of social and human services work.
Knowledge of Navajo Nation, federal, state and local resources available.
Skill in interpersonal communications and dealing with people.
Skill in counseling disadvantaged people about their problems.
Skill in analyzing data and drawing valid conclusions.
Skill in communicating effectively in both the English and Navajo languages.
Skill in assessing situations and providing appropriate remedies.
Skill in the art of persuasion
Skill in establishing and maintaining effective working relationships.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Navajo Nation Vehicle Operator's Permit (to be obtained upon employment).
Subject to criminal background check prior to employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANT IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***REVISED: 1.15.99***