THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS03914059** DATE POSTED: 07/06/17
POSITION NO: 240549 CLOSING DATE: 07/19/17
POSITION TITLE: **Case Management Specialist**
DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Window Rock, Arizona
WORK DAYS: Monday to Friday
WORK HOURS: 8:00 am to 5:00 pm
REGULAR FULL TIME: ☑ GRADE/STEP: AB64A
PART TIME: ☐ NO. OF HRS./WK.: $ 40,414.40 PER ANNUM
SEASONAL: ☐ $ 19.43 PER HOUR
TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Monitors and evaluates customer eligibility determinations and work participation progress to ensure quality case management by randomly reviewing customer case files on a quarterly basis to determine progress and growth; identifies areas of improvement in the case management of each field office and advises the Program Supervisor II on how to correct and improve case management; provides necessary in-service workshops and training to support field staff in improving case management skills to make correct and appropriate decisions; prepares a quarterly report on overall case management progress and makes recommendations for improvement.

Provides professional case management training to increase and enhance field staff knowledge and to reduce audit findings; provides training on the Pathway to Self Reliance policies; provides technical assistance to field staff to improve interviewing skills and use of assessment tools; provides technical assistance to field staff to improve case planning and case narration of each case file; recommends appropriate and necessary training for field staff to support case management and improve services; identifies fraudulent activity and refers case to the department's Fraud Investigation Unit.

Assists with the development and implementation of Code of Ethics for entire program; provides technical assistance to the field staff in complying with the Code of Ethics by identifying any deficiencies of field staff not complying with the Code of Ethics and advises supervisors and field staff on how to correct deficiencies to improve overall department ethical standards. Ensures compliance with department standards and procedures and federal and state guidelines; prepares required reports; attends conferences, seminars, workshops, and meetings.

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:

- A favorable background investigation.
- Possess a valid state driver's license.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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; related health treatment localities; outpatient and resident treatment programs; theories, principles, practices and techniques of case management; program networking and management information systems; data collection and analysis; PRWORA, 45 CFR Part 286, and other appropriate tribal, state, and federal regulations.

SKILL IN: interpersonal communications and dealing with people; operating standard office and computer equipment; interpreting, explaining and applying applicable laws, regulations and procedures; communicating effectively in the Navajo and English languages; 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.