THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0932120** | Date Posted: **07/06/10**

POSITION NO: 944887 | Closing Date: **07/19/10**

CLASS CODE: 3761

POSITION TITLE: **Case Management Specialist**

DEPARTMENT NAME: Division of Social Services/WNRO, Children & Family Services

DEPARTMENT NO: 93 | WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS:
Days: M-F
Hours: 8:00am - 5:00 pm

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

GRADE: N640A

SALARY:
$ 36,753.60 Per Annum
$ 17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs direct services to clients and their families by receiving referrals, contact and interview clients to gather personal data; conduct biopsycholosocial/risk/safety assessment to identify client's personal strengths, challenges, health status, and environmental factors and to determine client's needs for safety, protection and identify current functioning. Develop and implement individualized service plan inclusive of short/long-term goals and objectives to pursue client's optimal functioning and to ensure continuity of interventions. Monitor and evaluate client's progress/setback/non-compliance in relation to the service to gain desired outcome by scheduling and facilitating timely case staffing with the client and case team. Advocate for clients to receive entitlements or services in the community by assisting them to make informed decision; and generally to safeguard the interest and rights of the client in the community and the court room. Including assuring services are delivered timely, professionally, ethically; the gaps in client services are identified and met. Attends court hearings to provide testimony on client's status, needs and provide recommendations.

Collect and document relevant client demographic information using appropriate forms; gain and record results of the assessments; make referrals, conduct follow-up with and feedback from community resource to supplement client's services plan; documents case activities; submit monthly/quarterly/annual reports with client data to local Management Information System (MIS) to meet the requirements of program funding source and program Continuum of Services Model (COSM). Ensures clients' right to privacy is absolute by protecting and safeguarding client information at all times.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Social Work (preferred), Behavorial Health, or Sociology. Training in various social work interventions, to include specialized case management services, crisis intervention, process of child protection services invnestigation, testifying in court, or giving oral presentations. **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

(2) years experience in direct client services, including specialized case management services, child/adult protection services, interviewing, psychosocial assessment and case planning and monitoring and/or an equivalent combination of education, training and experience that provides the capability to perform the described duties and responsibilities.

Special Knowledge, Skills and Abilities:

Knowledge of theories, principals, practices and techniques of social work profession, including interviewing, case management, decision making, assessment, case planning/implementing, networking and advocacy. Knowledge and application of National Association of Social Workers (NASW) Code of Ethics and Management Information System (MIS) as it relates to client service delivery. Skilled in the operation of computers, interpreting laws, rules/regulations governing the delivery of social services. Skilled in effective writing, communication, in both Navajo and English. Demonstrates the ability to work in stressful situations, effectively manage time and develops positive working relationship with staff, client and the community people.

License/Certification Requirements:

Must possess a valid state driver's license and a vaild Navajo Nation Vehicle Operator's Permit

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***