

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0648020

Date Posted: 07/15/13

POSITION NO: 942600

Closing Date: 07/26/13

CLASS CODE: 3761

POSITION TITLE: Case Management Specialist

DEPARTMENT NAME: DOH/Breast and Cervical Cancer Project

DEPARTMENT NO: 64 WORKSITE LOCATION: Primary Worksite in Kayenta, AZ (Kayenta/Tuba City)

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: _____ \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Implements & administers systems for tracking and file review; executes all aspects of client records review; establishes a patient registry; identifies specific service providers, service locations, periods of service and the number of units of service by type of service provided. Directs and participates in intake and initial client assessment procedures; ensures that all required information is obtained and properly documented, distributed and filed. Performs case management for families and patients with abnormal and normal screening results by developing individual service plan; modifies individual service plans through consistent and timely monitoring; monitors all aspects of treatment/services.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Behavioral Health, Sociology, Social Work or a **related medical health field**; and
(Prefer Associate of Science in Nursing)

Experience:

Two (2) years of related work experience in case management; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(Prefer two (2) years of experience in field or clinical nursing)

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application)

Special Knowledge, Skills and Abilities:

Navajo language a **requirement - bilingual**. Able to work independently in an unstructured setting. Able to assess patient immediately and make a capable decision.

License/Certification Requirements:

Valid state driver's license and Navajo Nation Vehicle Operator's Permit within 90 days of hire, **preferred**. **Position requires a background check and suitability assessment prior to 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