THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0872167** Date Posted: **07/19/10**
POSITION NO: 241648 Closing Date: **07/30/10**
CLASS CODE: 3762
POSITION TITLE: **SENIOR CASEWORKER**
DEPARTMENT NAME: **NDSS/SOUTHWEST REGIONAL OFFICE**
DEPARTMENT NO: 87 WORKSITE LOCATION: Dilkon, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N600A
Days: M-F Permanent: ☑ SALARY:
Hours: 8AM-5PM Temporary: ☐ Duration: $ 26,020.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: $ 12.51 Per Hour

DUTIES AND RESPONSIBILITIES:

Incumbent will conduct interviews to determine clients' needs for services, perform intake of application for services, calculation of financial needs based on acquired supporting information, determine eligibility for available services explain program service requirements for financial assistance in accordance with established program policies and procedures; if appropriate, will assist and/or refer clients to other resources, such as county, state, federal and other Navajo Nation programs. Will initiate set up of client service plan and case file based upon need, ensures confidentiality of all information acquired for case file, maintain updated documentation in case narrative and files, perform periodic in-office follow-up or field/home visitation to monitor client status to ensure progression towards positive modification and self-sufficiency. WIll prepare required program service reports and statistics, as needed; will submit monthly and quarterly reports, attend meetings, trainings, in-service instruction directly related to job duties, attend at least two (2) conferences or workshops annually; and other duties, as assigned by immediate supervisor.

QUALIFICATION REQUIREMENTS:

Education and Training:

Associate degree in Human Services, Social Work or related field; **(In order to receive full credit for education/training applicat must submit transcripts, certificates, diploma, etc.)**

EXPERIENCE:

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

Special Knowledge, Skills and Abilities:

Knowledge of the Navajo culture, tradition and philosophies; knowledge of health treatment localities, out-patient and resident treatment programs; knowledge of the theories, principles, practices and techniques of case management, program net-working and management information systems. Skill in interpersonal communications and dealing with people, in general; 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, and establishing and maintaining effective working relationships.

License/Certification Requirements: Preferred, but not required.

Valid Arizona State Driver's License; Chauffeur's License and Navajo Nation 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***