THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS09015843 | DATE POSTED: 07/19/18
POSITION NO: 942104 | CLOSING DATE: OUF
POSITION TITLE: Case Management Specialist
DEPARTMENT NAME / WORKSITE: Division of Social Services / Department of Family Services / Dilkon, AZ
WORK DAYS: Monday to Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: AI64A
WORK HOURS: 8 am to 5 pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 41,017.60 PER ANNUM
SENSITIVE ☑ | SEASONAL: ☐ | DURATION : | $ 19.72 PER HOUR
NON-SENSITIVE ☐ | TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:
Interview individuals and families and make home visits to obtain information on family dynamics and environment. Complete required assessment forms with families. Develop case plans with families utilizing assessment tools and social work and cultural knowledge. Monitor progress of family case plans, reassess and revise with individuals/families if necessary and maintain regular communication. Maintain a professional case file following policy and procedural guidelines. Prepare reports for family court and foster care review hearings, and other resource agencies. Attend court and provide testimony in court for court ordered home studies and on-going child welfare cases. Utilize and abide by the AlchiniBiBeehazAnii Act and other Navajo Nation laws or Acts. Attend the Foster Care Review Board hearings to report information on children. Coordinate and communicate with attorneys, law enforcement, and Federal Bureau of Investigation agents and other resources. Make placement of children for out of home care, monitor progress, medical, and educational needs of children in care and maintain monthly contacts. Worker to facilitate return of children. Provide advocacy as requested or needed. Plan, attend, and facilitate case staffing or consultations. Attend staff, MDT, CPT meetings, trainings, and participate in prevention activities. Submit monthly statistical reporting and other administrative reports as needed.

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:

- Possess a valid state driver's license.
- A favorable background investigation.

(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, knowledge of related health treatment facilities; knowledge of outpatient and resident treatment programs; knowledge of the theories, principles, practices and techniques of case management. Skilled in interpersonal communications and dealing with people; skilled in operating standard office and computer equipment; skilled in interpreting, explaining and applying applicable laws, regulations and procedures; skilled in communicating effectively in the Navajo and English languages; skilled in establishing and maintaining effective working relationships. Skilled in interacting with clients from various cultural, economic and spiritual backgrounds. Skilled in applying judgment in the release of confidential information. Computer literate and willing to use the Just ware Case Management System.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.