

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOH0423927

Date Posted: 08/01/11

POSITION NO: 241488

Closing Date: 08/12/11

CLASS CODE: 3763

POSITION TITLE: CASE WORKER

DEPARTMENT NAME: Office of Uranium Mine Workers - Navajo Division of Health

DEPARTMENT NO: 42 WORKSITE LOCATION: Tuba City, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R57A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 a.m. - 5:00 p.m.

Temporary:

Duration: \_\_\_\_\_ \$ 20,862.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 10.03 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Register former uranium workers, miners, millers and their families. Case follow-ups, interviews, assessments of files, continue to collect necessary documents for RECA update for new information. Referrals to attorneys and doctors Home visits involves getting the information to clients regarding case update and getting the required signature for RECA claim. Attend public meetings, public hearings and presentations for interested groups regarding uranium issues. Clerical duties include filing, typing and photocopying. Answering telephone calls from clients and others. Attend Peacemakers meeting to assist miners and their families for information requested and changes on pertinent documents for the RECA claims.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A high school diploma or GED;

**Experience:**

One (1) year experience providing social services; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(To receive full credit for education/training, applicant must submit copies of college transcript, degree, certificates, diploma, etc.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures.

Knowledge of the principle and practices of social service work.

Knowledge of the Navajo Nation's regulations regarding the care of clients.

Knowledge of the theories practices of human service development.

**License/Certification Requirements:**

Must possess a valid state driver's license and within 90 days of employment must obtain a 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*