THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0392228** Date Posted: **08/02/10**

POSITION NO: **942337** Closing Date: **08/16/10**

CLASS CODE: **3762**

POSITION TITLE: **SENIOR CASEWORKER**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** WORKSITE LOCATION: **Gallup, New Mexico**

WORKS DAYS/HOURS:
Days: **Monday thru Friday**
Hours: **8:00 AM - 5:00 PM**

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

GRADE: **N600A**

SALARY:
$ **26,020.80** Per Annum
$ **12.51** Per Hour

DUTIES AND RESPONSIBILITIES:

Interviews Navajo Nation Program for Self Reliance (NNPSR) applicants to determine eligibility for Cash/Non-Cash Assistance using the Navajo Nation Family Assistance and Employment Support Services Manual requirements and enters data into the Caseworker Advisory (CWA) System. Informs potential NNPSR participants of federal guidelines regarding work requirements, eligibility time limits, sanctions, child support requirements and other requirements. Provides bi-cultural/bi-lingual counseling and guidance to NNPSR applicants about personal responsibility and economic self-sufficiency; utilizing human relation skills to motivate and install confidence for clients and their families; provides alternatives in livelihood and social skills for clients. Evaluates economic, family, and employment support needs of applicants and their household; develops a case plan to meet requirements for changes in eligibility criteria. Collects and copies documentations and/or places phone calls or accesses other agency databases using computer to verify all pertinent information including vital statistics, source of income requirement.

Refers clients through automation, phone calls, or written notice to other tribal non-tribal resources and programs.

Coordinates with internal Navajo Nation programs including Child Support Enforcement, Child Care, General Assistance, Navajo Department of Workforce Development, state Food Stamps, and Medicaid programs to provide the NNPSR applicant with other services as a part of the case plan. Coordinates with other tribal non-tribal resources and programs to provide additional supportive services including outreach/itinerant services, emergency assistance, food, clothing, education, crisis intervention, medical services, and transportation for the applicant and their families.

Makes home visits to provide outreach services for cash/non-cash assistance eligibility determination to include intake, assessment, counseling, case plan, and follow-up for applicant and their families and provide outreach services on an itinerant basis to community Chapter Houses.

Responsible for maintaining knowledge about the Welfare Reform and all related Public Laws. Attends meetings, trainings, and conferences which are pertinent to determine cash/non-cash assistance eligibility, program coordination and resource networking, case management, communication, motivational skills development, public laws and regulations, and other welfare related activities.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associates Degree in Human Services, Social Work or related field and;

Experience:

Two (2) years of social services to disadvantaged people; 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, certificate, diploma, etc).***

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations, policies, and procedures; knowledge of principles and practices of social and human services work; knowledge of Navajo Nation, federal, state, and local resources available; skill in interpersonal communications and dealing with people; skill in counseling disadvantaged people about their problems; skill in analyzing data and drawing valid conclusions; skill in communicating in both the English and Navajo languages; skill in assessing situations and providing appropriate remedies; skill in establishing and maintaining effective working relationships; ability to interpret rules and regulations and apply to specific cases.

Knowledge of the NN Personnel Policies and Procedures, NN Travel Policies and Procedures, NN Procurement Laws, NN Motor Vehicle Review Board Policies, Family Assistance & Employment Support Services (FAESS) Manual, Tribal Family Assistance Plan, PRWORA, 45 CFR Part 286, NN Child Support Enforcement Policies and Procedures, and other appropriate tribal, state, and federal regulations.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to emloyment.

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***