THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0899068**	DATE POSTED:	**08/11/14**
POSITION NO:	**940913**	CLOSING DATE:	**08/25/14**
POSITION TITLE:	**Senior Case Worker**		
DEPARTMENT NAME / WORKSITE:	**DSS/Department of Family Service/Dzilthnaodilthle, NM**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y60A
WORK HOURS:	8am-5pm	PART TIME:	☐	NO. OF HRS./WK.: _____	$ 27,768.00	PER ANNUM
		SEASONAL:	☐	Duration:	$ 13.35	PER HOUR
		TEMPORARY:	☐	_____		

DUTIES AND RESPONSIBILITIES:

Determines eligibility for financial assistance. Conducts personal interviews; assists clients in completing application; identifies related needs and provides information on available resources; explains and interprets the policies and procedures related to the services.

Identifies and refers clientele to available resources for assistance; authorizes specific services, monitors, reviews, and follow up with clients; performs case reviews, develops and implements individual service plans based on needs assessment, conducts evaluation and follow up of client progress.

Prepares and maintains case records and ensures confidentiality; prepares case narratives, documents information on client's progress, assessments, arranges and documents home visits with client and/or family; advises clients on self-sufficiency, budgeting, employment/training, abuse, exploitation and neglect. Attends meetings, training, and workshops.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Human Services, Social Work, or related field; and two (2) years of human services to disadvantaged people.

Preferred Qualifications:

- Two (2) years of experience
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(In order 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 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 effectively in both the English and Navajo languages; skill in assessing situations and providing appropriate remedies; skill in the art of persuasion; skill in establishing and maintaining effective working relationships.

A favorable background investigation is required.

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