THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0579088**	DATE POSTED:	**08/18/14**
POSITION NO:	**240408**	CLOSING DATE:	**08/29/14**
POSITION TITLE:	**Senior Caseworker**		
DEPARTMENT NAME / WORKSITE:	**NDSS / Child Care and Development Fund Program / Shiprock, New Mexico**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	Y60A
WORK HOURS:	8:00a - 5:00p	PART TIME:	☐	NO. OF HRS./WK.:	$ 27,768.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.35	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Casework Supervisor to conduct intake, interview, assessments and eligibility determination for clients for child care services, ensures all required documents are obtained and properly documented, reviews, authorizes and processes payment for child care services, conducts and monitors family and/or provider reviews to ensure compliance, conducts case staffing, maintains client and/or provider case files, implements and administers tracking and file review system. Documents and obtains information pertinent to client's progress through assessment, arranges home visits with clients and child care providers. Ensure open line of communication with parents and families for the duration of assistance, implements child care services with appropriate child care providers and centers, maintains communication with service providers, and case work team. Identify specific services of providers and locations, periods of service, and number of units of service, conduct timely monitoring of child care services.

Ensures compliance to programs standards and procedures, and federal, state, and tribal guidelines, reviews and authorizes services, prepares required reports and enters data into data base, attend conferences, seminars, workshops and meetings to maintain compliance with health and safety requirements. Conducts community outreach and education through in-service training, program presentations, orientations, local health/job fairs, and community events to promote child care services and recruitment of children and child care providers.

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 social services to disadvantaged people.

Preferred Qualifications:

- Two (2) years of experience in case management, human services, social work or related experience.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(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:

Must have good customer services, ability to communicate in Navajo and English language; basic knowledge of the Navajo nation forms and process, basic knowledge of the principles in writing and/or formatting letter styles relating to the situation. Good office/telephone etiquette, computer literate, basic filing, record keeping, operation of variety of machines including personal computer, telephones, scanners and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with clients, staff, service providers, the general public and other tribal/public programs, offices, and entities. Ability to maintain confidentiality.

<<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.