THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0458104** | Date Posted: **08/26/13**

POSITION NO: 207221 | Closing Date: **09/09/13**

CLASS CODE: 3743

POSITION TITLE: **Treatment Coordinator**

DEPARTMENT NAME: Navajo Treatment Center for Children and Their Families (NTCCTF)

DEPARTMENT NO: 45 | WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R64A

SALARY:
$ 38,084.80 Per Annum
$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops, coordinates & implements the treatment plans & updates with the treatment team. Supports and enhances the child's relationship with the family or origin unless contraindicated by the treatment plan, restricted by the clinical provider for good cause & documented in the treatment plan. Involves the child's parent(s) in treatment team meetings, all plans & decisions affecting the child & will keep them informed of the child's progress in the program & documented in the treatment plan. Provides contact at least weekly by phone or in person with the parents/guardian of each child on his/her caseload. Works closely with Arizona Health Care Cost Containment Systems (AHCCCS).Ensures the timely completion of all intake documents required, i.e., intake, comprehensive assessment, treatment plan, discharge plan & after care. Visits the home to meet with patients to observe their interactions. Provides regular contact according to treatment plans, in the home & outside of the home, to allow the patient to communicate special concerns, to make a direct assessment of the progress & monitor. Increases the frequency of home visits beyond the minimum when clinically indicated as determined by the treatment team. Such indicators may include, but are not limited to: treatment planning, discharge planning, emergency or crisis situations in which the patient is considered at risk and as otherwise required by the individual needs/clinical status. Documents all visits/contacts to the patient in treatment records with a summary of the discussion(s), utilizing the SOAP method. Maintains contact with patient and other resources a minimum of twice per month for consultation on clinical aspects of the case(s).Writes daily progress note, addressing patient progress (or lack of) regarding treatment goals & objectives, and all significant events relevant & concurrent to the care & treatment, using measurable & observable terms. Continues to educate self on therapeutic treatment & interventions. Adheres to the required time frames for documentation. Provides parenting information/psychological education for parents/guardian. Presentation to schools, communities, etc. Advocates and coordinates with needed services available within the Navajo Nation. Participate in case staffing, MDT's & partnership meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Social Work, Psychology, Child Development; and

Experience:

Two (02) years experience working directly with children with trauma; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

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 the employment application.

Special Knowledge, Skills and Abilities:

Knowledge of principles and practices of psychology, clinical social work, family systems and the rehabilitative therapies; Case management and intervention activities; Navajo tradition, culture and language. Skill interviewing and psychological/developmental evaluation;Confidentiality;Group and family therapy; Developing and implementing therapeutic techniques. Ability to provide competent clinical diagnosis, care and treatment; Coordinate psychological treatment activities with other agencies and programs; Provide cohesion, leadership and administrative competence to treatment team; Apply the principle of behavioral sciences to individual and group behavior.

License/Certification Requirements:

Must possess a Valid State Driver's License and ability to obtain a NN Operator's permit within 90 days of employment. **Position requires a background check and suitability assessment prior to employment.** Fingerprinting is required. State Licensure **preferred.**

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***