

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

REQUISITION NO: DSS08918522

DATE POSTED: 08/27/19

POSITION NO: 948349

CLOSING DATE: Open Until Filled

POSITION TITLE: Case Management Specialist

DEPARTMENT NAME / WORKSITE: DSS / Department of Family Services / Tohjiilee, NM

WORK DAYS: Monday to Friday REGULAR FULL TIME:  GRADE/STEP: AR64A

WORK HOURS: 8 am to 5 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 41,641.60 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 20.02 PER HOUR

NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Monitors intake assessments and initial client assessment procedures to determine eligibility of clients for services available; ensures that all required information is obtained and properly documented; arranges emergency and/or residential treatment services based upon the assessment and diagnosis of the individual level of care; reviews and authorizes payment for services attained for clients; conducts service and/or on site center reviews to ensure the services are available to program clients; conducts case staffing; maintains client files; implements and administers tracking and file review systems. Documents and obtains information pertinent to client's progress including assessment, psychiatric evaluation, admission or discharge, and case manager notes; arranges home visits with client's parents/guardian; ensures open lines of communications with parents and family for the duration of treatment; implements and coordinates aftercare activities with appropriate service providers; maintains communication with service providers, physician and case management team or multi-disciplinary teams. Develops individual service plans based on the needs identified by qualified professional as a result of screening, or by the case management team as a result of evaluation and diagnosis; identifies specific services providers and location, periods of service and the number of units of service; modifies individual service plans through consistent and timely monitoring; ensures compliance to program standards and procedures, and federal and state guidelines; reviews and authorizes services; prepares required reports; attends conferences, seminars, workshops and meetings.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Behavioral Health, Sociology, Social Work or related field; and two (2) years of case management or related experience; or an equivalent combination of education and experience

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

*(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 knowledgeable, skilled and Abilities:**

Knowledgeable of Navajo Culture, traditional and philosophies; knowledgeable of related health treatment localities; knowledgeable of outpatient and resident treatment programs; knowledgeable of the theories, principles, practices and techniques of case management; knowledgeable of program networking and management information systems. skilled in interpersonal communications and dealing with people; skilled in operating standard office and computer equipment; skilled in interpreting, explaining and applying applicable laws, regulations and procedures; skilled in establishing and maintaining

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