THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0392365** Date Posted: **08/30/10**

POSITION NO: **240865** Closing Date: **09/13/10**

CLASS CODE: **3763**

POSITION TITLE: **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: **8:00am to 5:00pm**

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

GRADE: **N570A**
SALARY:
$ **20,134.40** Per Annum
$ **9.68** Per Hour

DUTIES AND RESPONSIBILITIES:

Primary responsibilities are to interview 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; enters data into the Case Worker Advisory (CWA) System; informs potential NNPSR applicant of federal guideline regarding work requirements, eligibility time limits, sanctions, child support requirements; develops case plan to meet requirements for changes in eligibility criteria; collects and copies documents and/or communicates or accesses other agency databases to verify all pertinent information including vital statistics and source of income requirements; refers customers by automation, telephone calls, or written notice to other tribal/non-tribal resources and programs. Provides bi-cultural/bi-lingual guidance to NNPSR applicants about personal responsibility and economic self sufficiency, utilizing human relation skills to motivate and instill confidence in the customer(s) and their families. Must be knowledgeable of federal, state, and tribal laws & regulations, which include but are not limited to the following; P.L. 104-193, Navajo Nation Family Assistance and Employment Support Services Manual, 45 CFR 286 & 287, OMB Circulars, etc. 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 NNPSR applicants and their families. Coordinates with Navajo Nation programs including Child Support Enforcement, Child Care, Head Start, General Assistance, Navajo Workforce Development, state Food Stamps, and Medicaid programs to provide NNPSR applicants other services as a part of the case plan. As necessary, conducts home visits to provide outreach services for cash/non-cash assistance in the eligibility determination that may include intake, case planning, and follow-up for applicants and their families and provide outreach services on an itinerant basis to community Chapter Houses.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School diploma or GED; and

Experience:

One (1) year experience in providing social services; 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, certificates, diploma, etc.)*

Special Knowledge, Skills and Abilities:

Knowledge of applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of the principles and practices of social services work; knowledge of the Navajo Nation's regulations regarding the care of clients; knowledge of the theories and practices of human service development; knowledge of community resources available to individuals and families; skill in interpersonal communications/dealing with people; skill in communicating both orally and in writing; skill in analyzing data and drawing valid conclusions; skill in assessing situations and providing appropriate remedies; skill in workload management; 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. Ability to communicate effectively in the English and Navajo languages.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

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***