THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0398206**	Date Posted:	**09/23/13**
POSITION NO:	**241815**	Closing Date:	**10/04/13**
CLASS CODE:	**3763**		
POSITION TITLE:	**CASE WORKER**		
DEPARTMENT NAME:	**DSS/Navajo Nation Program for Self Reliance**		
DEPARTMENT NO:	**39**	WORKSITE LOCATION:	**Shiprock, New Mexico**

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

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

Duration:
No. of Hrs./Wk.: **40**

GRADE: **R57A**
SALARY:
$ **20,862.40** Per Annum
$ **10.03** 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 NNPSR Pathway to Self Reliance Manual, Low Income Home Energy Assistance Program (LIHEAP) Policy Manual, and General Assistance (GA) Policy Manual requirements; enters data into the Tribal Assistance System (TAS); informs potential NNPSR applicant of federal guideline regarding work requirements, eligibility time limits, sanctions, child support requirements; collects and copies documents and/or communicates with other agencies 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. Must be knowledgeable of federal, state, and tribal laws & regulations, which include but are not limited to the following: P.L. 104-193, P.L. 97-35, NNPSR Pathway to Self Reliance Manual, 45 CFR Part 96, 286, & 287 OMB Circulars, etc.

Coordinates with tribal and non-tribal programs including NN Child Support Enforcement, NN Child Care, NN Head Start, Navajo Workforce Development, Supplemental Nutritional Assistance Program, and Medicaid programs to provide applicants with other services. As necessary, conducts home visits to provide outreach services for cash/non-cash assistance in the eligibility determination.

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, 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: 45 CFR Part 96 and 286, P.L. 104-193, P.L. 93-638, P.L. 97-35, and other applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures; principles and practices of social services work; Navajo Nation's regulations regarding the care of clients; theories and practices of human service development; community resources available to individuals and families.
SKILL IN: interpersonal communications and dealing with people; communicating both orally and in writing; analyzing data and drawing valid conclusions; communicating effectively in the English and Navajo languages; assessing situations and providing appropriate remedies; workload management; establishing and maintaining effective working relationships.

License/Certification Requirements:
Applicant must possess a valid state driver's license and be able to obtain a Navajo Nation Vehicle Operator's Permit within 90 of employment. Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS). **Position requires a background check and suitability assessment prior to employment.**

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