

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

REQUISITION NO: DSS08916368  
POSITION NO: 940913  
POSITION TITLE: Senior Caseworker

DATE POSTED: 10/10/18  
CLOSING DATE: 10/23/18

DEPARTMENT NAME / WORKSITE: DSS / Department of Family Services / Crownpoint, NM  
WORK DAYS: MONDAY-FRIDAY REGULAR FULL TIME:  GRADE/STEP: AR60A  
WORK HOURS: 8 AM TO 5 PM PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 30,035.20 PER ANNUM  
SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.44 PER HOUR  
NON-SENSITIVE  TEMPORARY:

**DUTIES AND RESPONSIBILITIES:**

Determines eligibility for financial assistance. Conducts personal interviews; assists clients in completing application; identifies related needs and provides information on available resources; explains and interprets the policies and procedures related to the services. Identifies and refers clientele to available resources for assistance; authorizes specific services, monitors, reviews, and follow up with clients; performs case reviews, develops and implements individual service plans based on needs assessment, conducts evaluation and follow up of client progress. Prepares and maintains case records and ensures confidentiality; prepares case narratives, documents information on client's progress, assessments, arranges and documents home visits with client and/or family; advises clients on self-sufficiency, budgeting, employment/training, abuse, exploitation and neglect. Attends meetings, training, and workshops.

**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 or case management; 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 Knowledge, Skills and Abilities:**

Knowledge of applicable Navajo Nation, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of principles and practices of social and human services work; knowledge of Navajo Nation, federal, state and local resources available. Skill in interpersonal communications and dealing with people; skill in counseling disadvantaged people about their problems; skill in analyzing data and drawing valid conclusions; skill in communicating effectively in both the English and Navajo languages; skill in assessing situations and providing appropriate remedies; skill in the art of persuasion; skill in establishing and maintaining effective working relationships.

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