THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0894325** | Date Posted: **11/21/11**

POSITION NO: 946628 | Closing Date: **12/06/11**

CLASS CODE: 3772

POSITION TITLE: **Home Care Supervisor**

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Regional Office

DEPARTMENT NO: 89 | WORKSITE LOCATION: Gallup, New Mexico

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

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

GRADE: R59A

SALARY:
$ 24,752.00 Per Annum
$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Will provide direct supervision and daily guidance to Home Care Workers whose main responsibility is providing daily home care to the elderly, disabled or convalescent persons in their homes. Will provide and monitor services to clients to ensure that their needs are met. Will conduct occasional homevisits and follow-up as necessary. Will participate in client case staffing for re-certification. Will conduct home assessments and make referrals to and work with other resources that will benefit the clients needs.

Will develop and implement goals and objectives for Home Care Workers and program. Will assign and review the work of subordinates. Recommend the selection, promotion and/or separation of employees including performance appraisals, and take corrective action as necessary. Will provide on-the-job training to new and current subordinates. Will prepare required monthly and quarterly narrative and statistical data reports. May assist in the preparation of program budget. Maintain all fiscal and program records. Develop and conduct informational and public awareness materials and presentations. Attend and participate in meetings, trainings and conferences; and other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; (***to receive full credit for education/training applicant must submit copies of transcripts, degrees, current certificates, etc.)***

Experience:

four (4) years of responsible experience in a health and social services program, one (1) year of which must have been in a lead or supervisory capacity or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of human services and resources available in the community, and the principles and practices of supervision. Skill in soliciting assistance and support for the program; analyzing data and drawing valid conclusions, communicating effectively both orally and in writing, and skil in establishing and maintaining effective interpersonal relationships.

Skill in communicating and providing reports and other documents for internal and external dissemination. Skill in operating a personal computer utilizing a variety of software applications. Skill in establishing and maintaining effective and cooperative working relationships with others.

License/Certification Requirements:

Must possess a Valid State Driver's License and obtain a NN Operators permit (to be obtained upon employment), and a valid Cardiopulmonary Resuscitation (CPR) certificate.

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***