

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOE0447245
POSITION NO: 941325
CLASS CODE: 3764

Date Posted: 12/03/12
Closing Date: 12/14/12

POSITION TITLE: CASE ASSISTANT
DEPARTMENT NAME: Office of Special Education and Rehabilitation Services
DEPARTMENT NO: 44 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R56A
Days: Monday-Friday Permanent:
Hours: 8am to 5pm Temporary: Duration: _____ \$ 19,136.00 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 9.20 Per Hour

DUTIES AND RESPONSIBILITIES:

Under immediate supervision, performs clerical work, assisting higher level staff in managing cases; informs clients of program eligibility criteria; takes applications and/or completes intake forms and conducts initial interviews; determines eligibility and develops plan for clients for approval by appropriate staff according to applicable rules and regulations; conducts home visits, establishes and maintains case files by updating progress notes and other documents in a consistent manner ; interacts with vendors/contractors requesting bids on materials and project work; prepares financial documents (e.g. purchase requisitions, purchase orders). Establishes an accounting system to manage financial records and documents pertaining to client's needs; prepares required reports; logs in mail; establishes and maintains filing system; files and types documents (e.g. reports, memorandum, correspondences); answers telephones and assists callers or refers caller to appropriate staff; provides support to the program staff by scheduling appointments, preparing appointment letters and other correspondences; provides orientation on program services; transports clients as needed, and performs related work as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED; and

Preferred: A.A. degree in human services, social services, and/or counseling

Experience:

Two (2) years office or clerical experience; 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 transcripts, degree, certificates, diploma, licensure, etc.).

Special Knowledge, Skills and Abilities:

Ability to communicate effectively in English and in the Navajo language. Ability to work effectively with people with disabilities in the areas of personal and social adjustment. Must have good writing skills.

License/Certification Requirements:

PREFERRED: A valid state drivers license, must obtain within 90 days of employment a valid Navajo Nation Operator's Permit.

VETERAN'S 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