

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH04214735

DATE POSTED: 12/05/17

POSITION NO: 241487

CLOSING DATE: 12/18/17

POSITION TITLE: Case Worker

DEPARTMENT NAME / WORKSITE: Office of Navajo Uranium Workers'/Shiprock, New Mexico

WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AI57A

WORK HOURS: 8 am-5 pm PART TIME: NO. OF HRS./WK.: _____ \$ 22,692.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 10.91 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general supervision, perform work of moderate difficulty providing direct services to former Navajo Uranium Workers, (miners, millers, Ore-Transporter, or On-Site Participants), and Downwind victims, where applicable their surviving beneficiaries. To register former Uranium Workers, i.e. miners, millers, and their families. Case follow-ups, interviews, assessments of files, continue to collect necessary documents for USDOJ- RECA. Home visits involves getting the information to clients regarding case updates and getting the required signature for USDOJ - RECA and USDOL - EEOICPA claims. Attend public meetings, public hearings and presentations for any interested groups regarding uranium issues.

Clerical duties include filing, typing, photocopying, and answering telephone calls. Attend Peacemakers meeting to assist miners and their families for information requested and changes on pertinent documents for all claims. Must be able to attend chapter meeting(s) or other meeting(s) regarding uranium issues and must be able to speak at these community meetings at agency level.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and one (1) year experience providing Social Services and Human Services; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(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:

Ability to communicate effectively in English and Navajo Language is a must, ability to prepare required reports and maintain file records. Must be able to interpret for the U.S. Dept. of Justice/Radiation and U.S. Dept. of Labor/Energy Employees Occupational Illness Compensation Program Act representatives at update meetings regarding uranium workers' compensation.

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