

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH11716839
POSITION NO: 244029
POSITION TITLE: _____

DATE POSTED: 12/28/18
CLOSING DATE: 02/12/19

Caseworker

DEPARTMENT NAME / WORKSITE: Division of Aging and Long Term Care Support - Crownpoint, N.M.

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR57A</u>
WORK HOURS: <u>8:00 AM - 5:00 PM</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: <u>40</u> \$ <u>23,254.40</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>11.18</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Communication & translation in Navajo to clients. Conducts intake assessments, accurate case documentation, contacts clients who are referred for interview & eligibility. Conducts home visits, maintains case files in a confidential yet standardized manner. Follow-up and monitoring; and re-assessment and closure of services. Provide needed services, collaboration with various programs, receives and forwards referrals and locates needed services for clients. Assists with data entry on DAARS &/or SAMS state data base systems. Must attend meetings, trainings, conferences, or other areas of administrative functions to ensure the best quality of provided services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year experience providing social services and human services; 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 tribal, federal, state, policies and procedures, principles & practices of social service work, regulations on the care of clients. Working with computers, software, and analyzing data. Bilingual in Navajo and English. Must obtain Navajo Nation Vehicle Operator's Permit within 90 days of employment. First Aid/CPR Certification must be obtained within 90 days of employment. Must be able to lift up to 50 lbs.

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