THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH07211274**	DATE POSTED:	**01/19/16**
POSITION NO:	**243678**	CLOSING DATE:	**02/01/16**
POSITION TITLE:	**Case Assistant**		
DEPARTMENT NAME / WORKSITE:	**Department of Behavioral Health Services/Navajo Regional Behavioral Health Authority/Shiprock, NM**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB56A
WORK HOURS:	8:00 am-5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 20,300.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 9.76	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Informs clients of program eligibility criteria; takes application and/or completes intake forms and conducts initial interview; 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 keeping eligibility documents updated and other pertinent documents; 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, memoranda, correspondence); answers telephones and assists callers or refers caller to more knowledgeable staff; provides support to the program staff by scheduling appointments, preparing appointment letters and other correspondence; provides orientation on program services; transports clients as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma or GED; and two (2) years of clerical work experience including customer services.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.
- College courses in Business Administration, Behavioral Science, Counseling or related field.

(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 REQUIREMENTS:

- Possess a valid state driver's license.

Special Knowledge, Skills and Abilities:

Knowledge of the programs available to clients; knowledge of the basic principles and practices of budgeting; knowledge of applicable Tribal, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of standard office equipment.

Skill in operating standard office equipment; skill in working with computers and applicable software applications; skill in evaluating clients to determine eligibility for programs for the underprivileged; skill in applying judgment in the release of and safeguarding confidential information; skill in interacting with people in all social, economic, cultural, spiritual and emotional places; skill in keyboarding.

<<A favorable background investigation is required>>

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