THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS05711340	DATE POSTED:	01/19/16
POSITION NO:	243442	CLOSING DATE:	02/01/06
POSITION TITLE:	Senior Caseworker		
DEPARTMENT NAME / WORKSITE:	NDSS / Child Care and Development Fund Program / Window Rock, AZ		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8:00a - 5:00p	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision of the Casework Supervisor to conduct intake, interview, assessments and eligibility determination for clients for child care services, ensures all required documents are obtained and properly documented, reviews, authorizes and processes payment for child care services, conducts and monitors family and/or provider reviews to ensure compliance, conducts case staffing, prepares, arranges, and maintains client and/or provider case files, implements and administers tracking and file review system. Documents and obtains information pertinent to client's progress through assessment, arranges home visits with clients and child care providers. Ensure open line of communication with parents and families for the duration of assistance, implements child care services with appropriate child care providers and centers, maintains communication with service providers, and case work team. Identify specific services of providers and locations, periods of service, and number of units of service, conduct timely monitoring of child care services.

Ensures compliance to programs standards and procedures, and federal, state, and tribal guidelines, reviews and authorizes services, prepares required reports and enters data into data base, attend conferences, seminars, workshops and meetings to maintain compliance with health and safety requirements. Conducts community outreach and education through in-service training, program presentations, orientations, local health/job fairs, and community events to promote child care services and recruitment of children and child care providers.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Human Services, Social Work or related field.
- Two (2) years experience in case management, human services, sociology, social work or related experience.

Preferred Qualifications:

- Two (2) years experience in case management, human services, sociology, social work or related experience.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- A favorable background check.
- Possess a valid state driver's license.
- Must obtain Standard or Basic Infant/Child/Adult CPR and First Aid Certifications, Food Handler's Permit, and additional CCDF Health and Safety Requirements.

(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 applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations policies and procedures. Knowledge of principles and practices of social and human services work including use of available sources of the Navajo Nation, federal, state, and local programs/departments. Must have good customer services, ability to communicate in Navajo and English language; basic knowledge of the Navajo nation forms and processes, basic knowledge of the principles in writing and/or formatting letter styles relating to the situation. Good office/telephone etiquette, computer literate, basic filing, record keeping, operation of variety of machines including personal computer, telephones, scanners and copiers. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with clients, staff, service providers, the general public and other tribal/public programs, offices, and entities. Ability to maintain confidentiality.

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