

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0358464

DATE POSTED: 01/27/14

POSITION NO: 940604

CLOSING DATE: 02/07/14

POSITION TITLE: ELIGIBILITY TECHNICIAN

DEPARTMENT NAME / WORKSITE: FOOD DISTRIBUTION PROGRAM - CROWNPOINT, NM

WORK DAYS: MON- FRI REGULAR FULL TIME: GRADE/STEP: Y58A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 23,420.80 PER ANNUM

SEASONAL: Duration: _____ \$ 11.26 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Screens and conducts assessment to determine eligibility for services; maintains accurate procedure for determining eligibility and available of benefits; facilitates client application for benefits; monitors and assists with client eligibility; explains program policies; obtains authorization for acceptance of benefits; ensures the appropriate forms and documents are properly recorded; maintains records of contacts, referral and disposition; maintains liaison with local, state and federal agencies.

Prepares report on work/case activity; attends conferences, seminars, workshops and meetings; prepares complex reports; establishes case files and record keeping procedures; case management; ensures that appropriate forms and documents are properly recorded and transmitted to appropriate offices; maintains case management of clients cases

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

High school diploma or GED; and two (2) years work experience in human services or a related field; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties. Some incumbents are required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

(In order 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 verification of qualification for benefits; eligibility requirements for the program; record keeping procedures; assessment of cases eligibility; ability to management caseload; communication skills; establishing and maintaining effective working relationship.

VETERANS PREFERENCE APPLIES

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