# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | **DOH07211407** | DATE POSTED: | **02/01/16** |
| POSITION NO: | **240845** | CLOSING DATE: | **02/12/16** |
| POSITION TITLE: | **Case Management Specialist** | | |
| DEPARTMENT NAME / WORKSITE: | **DOH/Department of Behavioral Health Services/Dilkon, AZ** | | |

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| WORK DAYS: | Monday-Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB64A |
| WORK HOURS: | 40/week | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 40,414.40 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 19.43 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Monitors intake assessments and initial client assessment procedures to determine eligibility of clients for services available; ensures that all required information is obtained and properly documented; arranges emergency and/or residential treatment services based upon the assessment and diagnosis of the individual level of care; reviews and authorizes payment for services attained for clients; conducts service and/or on site center reviews to ensure the services are available to program clients; conducts case staffing; maintains client files; implements and administers tracking and file review systems.

Documents and obtains information pertinent to client's progress including assessment, psychiatric evaluation, admission or discharge, and case manager notes; arranges home visits with client's parents/guardian; ensures open lines of communications with parents and family for the duration of treatment; implements and coordinates aftercare activities with appropriate service providers; maintains communication with service providers, physician and case management team or multi-disciplinary teams.

Develops individual service plans based on the needs identified by qualified professional as a result of screening, or by the case management team as a result of evaluation and diagnosis; identifies specific service providers and location, periods of service and the number of units of service; modifies individual service plans through consistent and timely monitoring; ensures compliance to program standards and procedures, and federal and state guidelines; reviews and authorizes services; prepares required reports; attends conferences, seminars, workshops and meetings.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Behavioral Health, Sociology, Social Work or related field; and two (2) years of case management or related experience.

**Preferred Qualifications:**

- Proficient in Microsoft Office software or other computer applications.

**Special Requirements:**

- 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:**

Knowledge of Navajo culture, tradition and philosophies; knowledge of related health treatment localities; knowledge of outpatient and resident treatment programs; knowledge of the theories, principles, practices and techniques of case management; knowledge of clinical software programs.

Skill in interpersonal communications and dealing with people; skill in operating standard office and computer equipment; skill in interpreting, explaining and applying applicable laws, regulations and procedures; skill in communicating effectively in the Navajo and English languages; skill in establishing and maintaining effective working relationships.

**<<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.***