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

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| REQUISITION NO: | DSS09311385 | DATE POSTED: | 02/01/16 |
| POSITION NO: | 946929 | CLOSING DATE: | 02/12/16 |
| POSITION TITLE: | **Case Management Specialist** | | |
| DEPARTMENT NAME / WORKSITE: | DSS - Department of Family Services/Kayenta, AZ | | |

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| WORK DAYS: | Monday-Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB64A |
| WORK HOURS: | 8 am - 5 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 40,414.40 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 19.43 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Interview individuals and families and make home visits to obtain information on family dynamics and environment. Complete required assessment forms with families. Develop case plans with families utilizing assessment tools and social work and cultural knowledge. Monitor progress of family case plans, reassess and revise with individuals/families if necessary and maintain regular communication. Maintain a professional case file following policy and procedural guidelines. Prepare reports for family court and foster care review hearings, and other resource agencies. Attend court and provide testimony in court for court ordered home studies and on-going child welfare cases. Utilize and abide by the AlchiniBiBeehazAnnii Act and other Navajo Nations laws or Acts. Attend the Foster Care Review Board hearings to report information on children. Coordinate and communicate with attorneys, law enforcement, and Federal Bureau of Investigation agents and other resources. Make placement of children for out of home care, monitor progress, medical, and educational needs of children in care and maintain monthly contacts. Worker to facilitate return of children. Provide advocacy as requested or needed. Plan, attend, and facilitate case staffing's or consultations. Attend staff, MDT, CPT meetings, trainings, and participates in prevention activities. Submit monthly statistical reporting and other administrative reports as requested.

**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 and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- 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 Navajo culture, tradition and philosophies, knowledge of related health treatment facilities; knowledge of outpatient and resident treatment programs; knowledge of the theories, principles, practices and techniques of case management. Skills in interpersonal communications and dealing with people; skill in operating standard office and computer equipment; skill in interpreting, explaining and applying applicable lows, regulations and procedures; skill in communicating effectively in the Navajo and English languages; skill in establishing and maintaining effective working relationships.

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