THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS09311386	DATE POSTED:	02/01/16
POSITION NO:	243696	CLOSING DATE:	02/12/16
POSITION TITLE:	**Case Management Specialist**		
DEPARTMENT NAME / WORKSITE:	Department of Family Services/AZ Long Term Care Services/Dennehotso, AZ		

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

DUTIES AND RESPONSIBILITIES:

Receives referrals from AHCCCS/ALTCS of clients determined eligible. Conducts intake process utilizing standardized application packet for individuals who apply to AZ Long Term Care System Program. Refers ineligible applicants to other resources for services or support. Conducts assessment to determine level of care a member will require. Assists the client and/or family members to identify the member's present situation, their current capacities, support system, their needs and/or the actions needed to meet identified needs and reach desired outcome. Coordinates a service planning meeting with the member and the family to develop and document an individualized/family service plan, utilize the plan to coordinate with local resources and private providers to devise a personal care plan for the member. Documents and directs the service plan activities to support the member to reach desired goals, outcomes, and/or objectives. Collaborates with support services to establish team agreements as ongoing problem solving process.

Facilitates ongoing assistance to the member and family to obtain and maintain the support services to achieve the vision, goals, and objectives identified in the member's service plan. Facilitation process include completing referrals, obtaining prior authorization, monitoring and making assignments to ensure follow-up through by other team members or providers, and serving as focal point for communication and coordination. Monitors the service plan to ensure that the member achieves the identified goals, objectives, and outcomes and reviews the service plan periodically with member and family and revise when needed. Assist the member and family whose services and support from AHCCCS/ALTCS are determined to be discontinued.

Compiles and submits monthly statistic reports to Supervisor. Monitors services and support according to established services and care plans at the nursing homes, assisted living facilities, and group homes. Documents, revises service plans, and recommends solutions to placement related problems, concerns, etc., of the member or family. Attends staff meetings, trainings, and other department activities as required. Attends program meetings with Navajo Nation departments, state, local, and district offices. Participates in elder task force, partnership, and multi-disciplinary team meetings in the communities.

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 localities; knowledge of outpatient and resident treatment programs; knowledge of the theories, principles, practices, and techniques of case management; knowledge of program networking and management information systems. 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.

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