

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0578516

DATE POSTED: 02/18/14

POSITION NO: 240727

CLOSING DATE: 03/03/14

POSITION TITLE: Senior Caseworker

DEPARTMENT NAME / WORKSITE: NDSS / Child Care and Development Fund Program / Tuba City, AZ

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: Y60A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 27,768.00 PER ANNUM

SEASONAL: Duration: _____ \$ 13.35 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, 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:

An Associate's degree in Human Services, Social Work or related field; and two (2) years of social services; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(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:

Must have good customer services, ability to communicate in Navajo and English language; basic knowledge of the Navajo nation forms and process, 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.

Special Requirements:

(Preferred) Applicant with a valid state driver's license and the ability to obtain a NN Operator's Permit within 90 days of employment.

(Preferred) CPR and First Aid Certification, Food Handler's Permit, and additional Health and Safety Requirements of CCDF. **Position requires a background check and suitability assessment prior to employment.** *(Tribal and Federal Background checks must be obtained at the applicant's own expense.)*

VETERANS PREFERENCE APPLIES

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