THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0579928**	DATE POSTED:	**04/06/15**
POSITION NO:	**241162**	CLOSING DATE:	**04/17/15**
POSITION TITLE:	**Casework Supervisor**		
DEPARTMENT NAME / WORKSITE:	**NDSS / Child Care and Development Fund Program / Crownpoint, New Mexico**		

WORK DAYS:	Mon - Fri	REGULAR FULL TIME:	☑		GRADE/STEP:	AB64A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under supervision of the Program Manager; shall perform work of considerable difficulty in providing supervision, technical assistance and guidance to caseworkers and responsible for planning, scheduling and coordinating the delivery of services to clients. Monitors caseworker-client relationship by consulting with individual caseworkers to review, coordinate and/or modify case and work activity plans. supervises and monitors caseworkers in providing client services such as intake, interviews, initial case management, referrals, follow-up and other child & family, provider, staff support services; ensures work performance by caseworkers are in accordance with policies, program goals and objectives relevant to CCDF child care services; maintains and monitors client files and relevant records to generate required reports; evaluates caseworkers' performance to ensure information by clients are accurately verified, recorded and inputted into CCDF established databases.

Coordinates, monitors and ensures outreach services, i.e., home visits and itinerant schedules are provided along with other related support services; coordinates with other Navajo Nation, state, and federal programs to provide additional support services including outreach/itinerant services; remains knowledgeable of national, state and tribal welfare related policies, public laws and regulations; interprets and enforces applicable policies and regulations; attends meetings, training and conferences; plans and conducts training for caseworker staff; addresses and resolves complaints and concerns pertaining to client services.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Sociology, Human Services or related field; and two (2) years of public social welfare programs, one (1) year of which must have been in a management/supervisory capacity.

Preferred Qualifications:

- A Bachelor's degree in Human Services, Social Work, Sociology or related field.
- Three(3) years professional case management, human services or social work experience.
- 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:

Must have good customer services, basic knowledge of the Navajo Nation forms and processes, basic knowledge of the principles in writing and/or formatting letter styles relating to the situation. Knowledge of applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures. Skill in interpersonal communications and dealing with people; Skill in communicating effectively in the Navajo and English languages and conducting interviews, counseling and training sessions. Skills in program evaluation, and assessing needs and determining resolutions. Ability to understand and follow oral and written directions; ability to establish and maintain cooperative relations with fellow employees and the general public.

<<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.