THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0458587**	DATE POSTED:	**04/08/14**
POSITION NO:	**207221**	CLOSING DATE:	**04/21/14**
POSITION TITLE:	**Treatment Coordinator**		
DEPARTMENT NAME / WORKSITE:	Navajo Treatment Center for Children and Their Families (NTCCF) / Crownpoint, NM		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y64A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 39,228.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 18.86	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Develops, coordinates and implements the treatment plans and updates with the treatment team. Supports and enhances the child's relationship with the family or origin unless contraindicated by the treatment plan, restricted by the clinical provider for good cause and documented in the treatment plan. Involves the child's parent(s) in treatment team meetings, all plans and decisions affecting the child and will keep them informed of the child's progress in the program and documented in the treatment plan. Provides contact at least weekly by phone or in person with the parents/guardian of each child on his/her caseload. Ensures the timely completion of all intake documents required, i.e., intake, comprehensive assessment, treatment plan, discharge plan and after care. Visits the home to meet with patients to observe their interactions. Provides regular contact according to treatment plans, in the home and outside of the home, to allow the patient to communicate special concerns, to make a direct assessment of the progress and monitor. Increases the frequency of home visits beyond the minimum when clinically indicated as determined by the treatment team. Such indicators may include, but are not limited to: treatment planning, discharge planning, emergency or crisis situations in which the patient is considered at risk and as otherwise required by the individual needs/clinical status. Documents all visits/contacts to the patient in treatment records with a summary of the discussion(s), utilizing the SOAP method. Maintains contact with patient and other resources a minimum of twice per month for consultation on clinical aspects of the case(s). Writes daily progress note, addressing patient progress (or lack of) regarding treatment goals and objectives, and all significant events relevant and concurrent to the care and treatment, using measurable and observable terms. Continues to educate self on therapeutic treatment and interventions. Adheres to the required time frames for documentation. Provides parenting information/psychological education for parents/guardian. Presentation to schools, communities, etc. Advocates and coordinates with needed services available within the Navajo Nation. Participate in case staffing, MDT's and partnership meetings.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

* A Bachelor's degree in Social Work, Psychology, Child Development; and two (2) years of experience working directly with children and trauma.

Preferred Qualifications:

* A Master's degree in Social Work.
* Proficient in Microsoft Office software or other computer applications.

Special Requirements:

* A favorable background investigation.
* 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 principles and practices of psychology, clinical social work, family systems and the rehabilitative therapies. Case management and intervention activities. Navajo tradition, culture and language. Skill interviewing and psychological/developmental evaluation. Confidentiality. Group and family therapy. Developing and implementing therapeutic techniques. Ability to provide competent clinical diagnosis, care and treatment. Coordinate psychological treatment activities with other agencies and programs. Provide cohesion, leadership and administrative competence to treatment team.

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.