THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DOH07211839**	DATE POSTED:	**04/18/16**
POSITION NO:	**243784**	CLOSING DATE:	**05/02/16**
POSITION TITLE:	**Case Management Specialist**		
DEPARTMENT NAME / WORKSITE:	**DOH/DBHS/Navajo Regional Behavioral Health Authority/Shiprock, NM**		

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

DUTIES AND RESPONSIBILITIES:

Monitors intake assessments and initial client assessment procedures to determine eligibility of clients for services available; ensures that all required information is obtained and properly documented; arranges emergency and/or residential treatment services based upon the assessment and diagnosis of the individual level of care; reviews and authorizes payment for services attained for clients; conducts service and/or on site center reviews to ensure the services are available to program clients; conducts case staffing; maintains client files; implements and administers tracking and file review systems.

Documents and obtains information pertinent to client's progress including assessment, psychiatric evaluation, admission or discharge, and case manager notes; arranges home visits with client's parents/guardian; ensures open lines of communications with parents and family for the duration of treatment; implements and coordinates aftercare activities with appropriate service providers; maintains communication with service providers, physician and case management team or multi-disciplinary teams.

Develops individual service plans based on the needs identified by qualified professional as a result of screening, or by the case management team as a result of evaluation and diagnosis; identifies specific service providers and location, periods of service and the number of units of service; modifies individual service plans through consistent and timely monitoring; ensures compliance to program standards and procedures, and federal and state guidelines; reviews and authorizes services; prepares required reports; attends conferences, seminars, workshops and meetings.

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.

(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 clinical software programs.

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.

<<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.