THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS05611949**	DATE POSTED:	05/23/16
POSITION NO:	925129	CLOSING DATE:	06/07/16
POSITION TITLE:	Case Management Specialist		
DEPARTMENT NAME / WORKSITE:	DSS / Developmental Disabilities / Chinle, AZ		

WORK DAYS: Monday-Friday
WORK HOURS: 8:00 am - 5:00 pm

REGULAR FULL TIME: ☑
PART TIME: ☐ NO. OF HRS./WK.:
SEASONAL: ☐
TEMPORARY: ☐ DURATION :

GRADE/STEP: AB64A
$ 40,414.40 PER ANNUM
$ 19.43 PER HOUR

DUTIES AND RESPONSIBILITIES:

Develops and implements Individual Service Plans (ISP) based on service needs identified by the ISP team; identifies specific service providers, periods of service and number of service units; modifies ISP through consistent and timely monitoring; reviews and authorizes services; coordinates and monitors all service activates on a quarterly basis for Home Community Based Services (HCBS) and bi-annual for group home/residential settings; establish and maintain client files; ensures all required information is obtained, properly documented and filed; obtains required information concerning client profile, insurance coverage, referral system, income status, medical information, etc.; provides regular and other required statistical reports on a monthly basis; input all ISP updates in the Arizona Department of Economic Security Division of Developmental Disabilities' FOCUS system; serves as a liaison with service providers and other agencies; educate families and providers on the Developmental Disabilities program; participates in continuing education and professional training programs to maintain knowledge of Developmental Disabilities;
Observes and abides by policies and procedures governing confidentiality; attends conferences seminars and workshops; conducts case staffing and performs related duties as assigned.

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 is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

(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:

Special knowledge of Navajo culture, traditional and philosophies; knowledge of the principle and techniques of case management; skills in facilitating group meetings; basic knowledge in computer literacy (MS Outlook, Word, Excel); communicate effectively in Navajo and English languages; ability to maintain accurate documentation of client services; Maintain Confidentiality.

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