THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0573775** Date Posted: **07/05/11**
POSITION NO: 240410 Closing Date: **07/18/11**
CLASS CODE: 3762
POSITION TITLE: **Senior Case Worker**
DEPARTMENT NAME: Division of Social Services - Child Care & Development Fund Program
DEPARTMENT NO: 57 WORKSITE LOCATION: Window Rock, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A
Days: Monday - Friday Permanent: ☑ SALARY:
Hours: 8:00 am - 5:00 pm Temporary: ☐ Duration: $ 26,956.80 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:
Conducts intake, interview, assessment and eligibility determination for clients for services available, ensures all required documents are obtained and properly documented, reviews, authorize and process payment for services attained for clients, conducts and monitors on site center reviews to ensure services are available to program clients, conducts case staffing, maintains clients files, implements and administer's tracking and file review systems. Documents and obtains information pertinent to client's progress through assessment, arranges home visit with client's parent/guardians and child care providers. Ensure open lines of communications with parents and families for the duration of assistance, implements child care services with appropriate childcare providers and centers, maintains communication with service providers, and case management team, identify specific service providers and locations, periods of service, process child care provider timesheets, and conduct timely monitoring of child care services.

Ensures compliance to program 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. Facilitates trainings with parents and providers.

QUALIFICATION REQUIREMENTS:
Education and Training:
An Associate's degree in Human Services, Social Work or related field; and

Experience:
Two years of social services to disadvantaged people or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)
Special Knowledge, Skills and Abilities:
Knowledge of Navajo culture, tradition and philosophies, theories, principles, practices and techniques of casework, program networking and management information systems. Skills in interpersonal communication and dealing with people; operating standard office and computer equipment, interpreting, explaining and applying applicable laws, regulations, and procedures, communicating effectively in the Navajo and English languages. Ability to develop and maintain good working relationships with all service providers, ability to develop and maintain positive relationships with clients, staff, service providers and other entities, ability to maintain accurate documentation of client services; ability to maintain confidentiality.

License/Certification Requirements:
Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit. Must complete a Federal Criminal Background Check within 90 days of employment and outcome must show clearance of any criminal record.

VETERANS' PREFERENCE APPLIES
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***