

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0722263
POSITION NO: 947047
CLASS CODE: 3741

Date Posted: 08/02/10
Closing Date: 08/16/10

POSITION TITLE: ELIGIBILITY TECHNICIAN

DEPARTMENT NAME: Department of Behavioral Health Services

DEPARTMENT NO: 72 WORKSITE LOCATION: Kaibeto, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N580A

Days: Monday - Friday Permanent: SALARY:

Hours: 80 hrs. Temporary: Duration: \$ 21,944.00 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 10.55 Per Hour

DUTIES AND RESPONSIBILITIES:

Screens and conducts assessments to determine eligibility for services; maintains accurate procedures for determining eligibility and availability of benefits; facilitates client application for various assistance and/or benefits; monitors and assists with client eligibility status; explains program policies, procedures and practices to applicants, clients, representatives of other agencies, or outside individuals or groups; determines availability of payment resources.

Obtains authorization for acceptance or denial from appropriate manager and informs client/family or other parties of acceptance or denial; ensures that appropriate forms and documents are properly recorded and transmitted to appropriate office; maintains records of contacts, referrals, and dispositions; provides information to callers regarding procedures, services, rates and programs; maintains liaison with local, state and federal agencies.

Facilitates problem solving between programs and subcontractors/providers; maintains procedures for contacting clients or families to prevent loss of eligibility; informs client of resources of support, treatment, rehabilitation, or independent living; ensures timely re-application and/or re-determination of eligibility; performs on-site assessments at local hospitals, courts, jails, and other local agencies when requested; observes and abides by policies and procedures governing confidentiality.

May prepare periodic reports on work activity; attends conferences, seminars, workshops, and meetings; prepares complex reports; establishes services for client at appropriate care facility; gathers information from resources involved with client; provides necessary documentation to service provider; interacts with the court system for involuntary commitment orders; reviews case management claims for completeness and accuracy, makes necessary changes and submits for payment.

QUALIFICATION REQUIREMENTS:

Education and Training:

A high school diploma or GED; and

Experience:

two (2) years work experience in human services or a related field; 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 transcripts, degree, diploma, certificates, etc.)

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Knowledge of resources available in the community for the alleviation of social, employment and financial needs; knowledge of eligibility requirements for the programs administered; knowledge of policies and procedures for assigned program; knowledge of record keeping procedures.

Skill in assessing the needs of clients; skill in maintaining an ongoing list of contacts that can be called upon for assistance; skill in interpreting and explaining policies, procedures and practices; skill in workload management.

License/Certification Requirements:

Valid State Driver's License (**PREFERRED**)

****Must pass a Fingerprint Clearance and Background Check****

VETERANS' PREFERENCE APPLIES

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