# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | DSS03910677 | DATE POSTED: | 08/24/15 |
| POSITION NO: | 240342 | CLOSING DATE: | 09/04/15 |
| POSITION TITLE: | Caseworker | | |
| DEPARTMENT NAME / WORKSITE: | Department for Self Reliance / Greasewood, AZ | | |

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| WORK DAYS: | Monday to Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | AB57A |
| WORK HOURS: | 8:00 am to 5:00 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 22,131.20 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 10.64 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

Primary responsibilities are to interview Department for Self Reliance (DSR) applicants to determine eligibility for cash/non-cash assistance using the Pathway to Self Reliance Manual requirements; enters data into the Tribal Assistance System (TAS); informs potential DSR applicant of federal guideline regarding work requirements, eligibility time limits, sanctions, child support requirements; collects and copies documents and/or communicates with other agencies to verify all pertinent information including vital statistics and source of income requirements; refers customers by automation, telephone calls, or written notice to other tribal/non-tribal resources and programs. Must be knowledgeable of federal, state, and tribal laws & regulations, which include but are not limited to the following: P.L. 104-193, P.L. 97-35, Pathway to Self Reliance Manual, 45 CFR Part 96, 286, & 287 OMB Circulars, etc.

Coordinates with tribal and non-tribal programs including NN Child Support Enforcement, NN Child Care, NN Head Start, Navajo Workforce Development, Supplemental Nutritional Assistance Program, and Medicaid programs to provide applicants with other services. As necessary, conducts home visits to provide outreach services for cash/non-cash assistance in the eligibility determination.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- High school diploma or GED; and one (1) year experience providing social services and human services.

**Preferred Qualifications:**

- College courses in Human Services, Social Work or Counseling.
- Two (2) years of human services or social services work experience.
- Proficiency in Microsoft Office software and other computer applications.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

***(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: Applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures; principles and practices of social services work; Navajo Nation's regulations regarding the care of clients; theories and practices of human service development; community resources available to individuals and families. SKILL IN: interpersonal communications and dealing with people; communicating both orally and in writing; analyzing data and drawing valid conclusions; communicating effectively in the English and Navajo languages; assessing situations and providing appropriate remedies; workload management; applying judgment in the release of and safeguarding confidential information; establishing and maintaining effective working relationships.

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