THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: **DSS0902378** Date Posted: **08/30/210**
POSITION NO: 946538 Closing Date: **09/13/10**
CLASS CODE: 3761
POSITION TITLE: Case Management Specialist
DEPARTMENT NAME: NDSS/FT. DEFIANCE REGIONAL OFFICE
DEPARTMENT NO: 90 WORKSITE LOCATION: Ganado, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N640A
Days: M-F Permanent: ☑ SALARY:
Hours: 8AM-5PM Temporary: ☐ Duration: $ 36,753.60 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Developes individual service plans based on service needs indenitfied by a qualified mental health professional as an outcome of screening, or by the case management team as an outcome of evaluation and diagnosis; identifies specific service providers, service locations, periods of service and the number of units of service by type of service, for all services; modifies individual service plans through consistent and timely monitoring; reviews and authorize services; coordinates all monitoring activities; monitors all aspects of treatment/services; communicates with service providers regarding admission and/or discharges status of patients; assures appropriate communication to sub-contractors regarding pre-certification; establishes and maintains client files; directs and participates in intake and initial client assessment procedures; ensures that all required information is obtained and properly documented, distributed and filed; obtains required information concerning client status, insurance coverage, referral source, etc; provides regular and other required statistical reports; implements and administers systems for tracking and file review; executes and/or supervises all aspects of client reco

social services, health program or facility; maintains good communication with the service providers, physician, and case management team or mulit-disciplinary teams; serves as liaison with subcontractors, service providers, and other entities; identifies and participates in continuing education and professional training programs to maintain and enhance professional competency; provides and arranges for appropriate crisis intervention services; arrange for emergency admission to psychiatric hospital or crisis shelter; observes and abides by policies and procedures governing confidentiality; attends conferences, seminars and workshops; conducts and attends staff meetings; conducts case staffings and performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Behavorial Health, Sociology, Social Work or related field; and two years of related work experience in case management; or a combination of training or experience which provides the capabilities to perform the described duties. (To receive full credit for education/training applicant must submit copies of college transcript, cerficates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo culture, tradition and philosophies; knowledge of related health treatment modalities, outpatient and residential treatment/programs; knowledge of the theories, principles, practices and techniques of case management; knowledge of treatment systems, health facilities and community resources; knowledge of program networking and management information systems. Skills in interpersonal communications and in dealing with people; skills in typing and operating other modern office machines; skill in interpreting, explaining and applying applicable laws, regulations and procedures; skill in establishing and maintaining effective working relationships with representatives and individuals from service providers, health and social services organizations and professionals; skill in communicating effectively in the Navajo and English languages.

Ability to develop and maintain good working relationships with all service providers; ability to work within a multi-disciplinary treatment team environment; ability to develop and maintain positive relationships with clients, family members, staff, service providers and other entities; ability to maintain accurate documentation of client services; ability to maintain confidentiality; ability in demonstrating and applying the following attributes in the delivery of services: flexibility, tolerance, patience, honesty, empathy, diplomacy, sense of responsibility and a commitment to human services.

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***