

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0884161 IN-HOUSE ADVERTISEMENT Date Posted: 10/10/11
POSITION NO: 935741 Closing Date: 10/21/11
CLASS CODE: 3761
POSITION TITLE: Case Management Specialist
DEPARTMENT NAME: DSS-Family Service Unit/Chinle Regional Office
DEPARTMENT NO: 88 WORKSITE LOCATION: Chinle, AZ
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R64A
Days: Monday-Friday Permanent: SALARY:
Hours: 8:00am-5:00pm Temporary: Duration: _____ \$ 38,084.80 Per Annum
Part-Time: No. of Hrs/Wk: 40 \$ 18.31 Per Hour

DUTIES AND RESPONSIBILITIES:

Monitors intake assessments and initial client assessment procedures to determine eligibility of clients for services available; ensures that all required information is obtained and properly documented; arranges emergency and/or residential treatment services based upon the assessment and diagnosis of the individual level of care; reviews and authorizes payment for services attained for clients; conducts service and/or on site center reviews to ensure the services are available to program clients; conducts case staffing; maintains client files; implements and administers tracking and file review systems. Documents and obtains information pertinent to client's progress including assessment, psychiatric evaluation, admission or discharge, and case manager notes; arranges home visits with client's parents/guardian; ensures open lines of communications with parents and family for the duration of treatment; implements and coordinates aftercare activities with appropriate service providers; maintains communication with service providers, physician and case management team or multi-disciplinary teams. Develops individual service plans based on the needs identified by qualified professional as a result of screening, or by the case management team as a result of evaluation and diagnosis; identifies specific services providers and location, periods of service and the number of units of service; modifies individual service plans through consistent and timely monitoring; ensures compliance to program standards and procedures, and federal and state guidelines; reviews and authorizes services; prepares required reports; attends conferences, seminars, workshops and meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Behavioral Health, Sociology, Social Work, or related field; and **(to receive full credit for education/training applicant must submit copies of transcripts, certificates, diploma, etc.)**

Experience:

Two (2) years of related experience in case management; or an equivalent combinations of education, training and experience which provides the capabilities to performing the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Culture, traditional and philosophies; knowledge of related health treatment localities; knowledge of outpatient and resident treatment programs; knowledge of the theories, principles, practices and techniques of case management; knowledge of program networking and management information systems. Skill in interpersonal communications and dealing with people; skill in operating standard office and computer equipment; skill in interpreting, explaining and applying applicable laws, regulations and procedures; skill in establishing and maintaining effecting working relationships.

License/Certification Requirements:

Must possess a Valid State Drivers' License and obtain a Navajo Nation Driver's Permit, Fingerprinting/Background Clearance, First Aid/CPR Certificate, Food Handler's Permit. **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