THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0894172** Date Posted: **10/10/11**

POSITION NO: 940916 Closing Date: **10/21/11**

CLASS CODE: 3762

POSITION TITLE: **SENIOR CASE WORKER**

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region-Family Financial Assistance Unit

DEPARTMENT NO: 89 WORKSITE LOCATION: Pueblo Pintado, NM

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 8:00 am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R60A

SALARY:
$ 26,956.80 Per Annum
$ 12.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty providing direct social services to individuals, families, and others, including areas such as personal and family adjustments, finances, employment, and/or other physical, psychological, or social factors; position requires independent judgment and responsibility; performs related work as assigned.

Conducts personal interviews to obtain information and to determine eligibility; explains and interprets policies and procedures in area of requested service; assists clients in filling out application including making collateral contacts with state, federal, and Navajo Nation offices in establishing eligibility; identifies related needs and provides auxiliary services by working with clients/families in obtaining or making use of available resources.

Identifies specific service providers; monitors, reviews and authorizes services; coordinates and collaborates with service providers to provide follow up and one to one service to clients; refers clientele to available resources for assistance; performs case reviews in coordination with service providers; develops and implements individual service plans based on needs assessment; conducts periodic evaluation and follow up of client progress; investigates cases.

Prepares case narratives to establish case record; maintains and ensures confidentiality of case records; documents information pertinent to clientôs progress, assessments, psychiatric evaluation, admission/discharge, and case manager notes; arranges and conducts home visits with client and/or family; counsels clients in the areas of self-sufficiency, budgeting, personal hygiene, education, employment/training, abuse, exploitation, and neglect; may file cases with courts and provide testimony; attends meetings, training and workshops.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associateôs degree in Human Services, Social Work or related field and (*to receive credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)*

Experience:

and two (2) 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.

Special Knowledge, Skills and Abilities:

knowledge of applicable NN, Federal, State and Local laws, ordinances, statues, rules, regulations policies and procedures. Must be skilled in interpersonal communications, counseling, analyzing date and providing conclusions, communicate effectively in the English/Navajo languages, establish and maintain effective working relationships.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Navajo Nation Vehicle Operator's Permit (to be obtained upon employment).

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised: 1/5/99