THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS08810929**	DATE POSTED:	10/26/15
POSITION NO:	242767	CLOSING DATE:	11/06/15
POSITION TITLE:	Case Management Specialist ***(Temporary)***		
DEPARTMENT NAME / WORKSITE:	Department of Family Services/AZ Long Term Care Services/Hardrock, AZ		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☐		GRADE/STEP:	AB64A
WORK HOURS:	8 a.m. to 5 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 40,414.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 19.43	PER HOUR
		TEMPORARY:	☑	***11/16/15-12/3/15***		

DUTIES AND RESPONSIBILITIES:

Develops and implements Case Management Service Plans (CMSP) based on service needs identified during on-site contact assessment. Specifies member services for specific periods, number of service units approved to a service provider, input same data to initiate immediate prior approval letters. Modifies CMSP through consistent and timely monitoring, reviews and authorizes all continuing services coordinated through various providers. Monitors all service activities on a quarterly basis for Home Community based Services (HCBS), bi-annual for group home and skilled care residential settings. Establishes and maintains safely and confidentially all member case files. Ensures all required information obtained are properly documented and filed, including member's profile, non-ALTCS insurance coverage, referral system, income status, and medical information.

Provides regular and other required statistical reports on a monthly basis; input all CMSP updates in the AHCCCS data entry system; serves as a liaison with service provides and members. Educate members/families about the Navajo Nation ALTCS program services to gain active informed participation. Continues to participate in professional training programs to increase knowledge of elderly and/or physically disabled, participates in trainings related to nursing, physical therapy, behavioral health, cultural/traditional philosophies, medical terminology, observes and abides by policies and procedures governing confidentiality. Attends conferences, seminars, and workshops, conducts case staffing and performs related duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Behavioral health, Sociology, Social Work or related field; two (2) years of case management or related experience.

Preferred Qualifications:

- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license
- A favorable background investigation is required.

(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 Navajo culture, traditional and philosophies; knowledge of related health treatment facilities; knowledge of outpatient and resident treatment programs; knowledge of the theories, principles, practices and techniques of case management. Skills 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 communicating effectively in the Navajo and English languages; skill in establishing and maintaining effective working relations.

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