

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0452577
POSITION NO: 242276
CLASS CODE: 3743

Date Posted: 11/08/10
Closing Date: 11/22/10

POSITION TITLE: Treatment Coordinator (Temporary Position)

DEPARTMENT NAME: Navajo Treatment Center for Children and Their Families (NTCCF)

DEPARTMENT NO: 45 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS: Monday-Friday POSITION TYPE: Permanent: GRADE: N640A

Hours: 8:00 am - 5:00 pm Temporary: Duration: Per Annum SALARY: \$ 36,753.60

Part-Time: No. of Hrs/Wk: 40 \$ 17.67 Per Hour

DUTIES AND RESPONSIBILITIES:

Develops, coordinates & implements the treatment plans & updates with the treatment team. Supports and enhances the child's relationship with the family or origin unless contraindicated by the treatment plan, restricted by the clinical provider for good cause & documented in the treatment plan. Involves the child's parent(s) in treatment team meetings, all plans & decisions affecting the child & will keep them informed of the child's progress in the program & documented in the treatment plan. Provides contact at least weekly by phone or in person with the parents/guardian of each child on his/her caseload. Works closely with Arizona Health Care Cost Containment Systems (AHCCCS). Ensures the timely completion of all intake documents required, i.e., intake, comprehensive assessment, treatment plan, discharge plan & after care.

Visits the home to meet with patients to observe their interactions. Provides regular contact according to treatment plans, in the home & outside of the home, to allow the patient to communicate special concerns, to make a direct assessment of the progress & monitor. Increases the frequency of home visits beyond the minimum when clinically indicated as determined by the treatment team. Such indicators may include: treatment planning, discharge planning, emergency or crisis situations in which the patient is considered at risk and as otherwise required by the individual needs/clinical status. Documents all visits/contacts to the patient in treatment records with a summary of the discussion(s), utilizing the SOAP method. Maintains contact with patient and other resources a minimum of twice per month for consultation on clinical aspects of the case(s). Writes daily progress note, addressing patient progress (or lack of) regarding treatment goals & objectives, and all significant events relevant & concurrent to the care & treatment, using measurable & observable terms. Continues to educate self on therapeutic treatment & interventions. Adheres to the required time frames for documentation.

Provides parenting information/psychological education for parents/guardian. Presentation to schools, communities, etc. Advocates and coordinates with needed services available within the Navajo Nation. Participate in case staffing, MDT's & partnership meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Social Work, Psychology, Child Development.

Experience:

Two (02) years experience working directly with children with trauma; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of principles & practices of psychology, clinical social work, family systems & the rehabilitative therapies; Case management & intervention activities; Navajo tradition, culture & language. Skill interviewing & psychological/developmental evaluation; Confidentiality; Group & family therapy; Developing & implementing therapeutic techniques. Ability to provide competent clinical diagnosis, care & treatment; Coordinate psychological treatment activities with other agencies & programs; Provide cohesion, leadership & administrative competence to treatment team; Apply the principle of behavioral sciences to individual & group behavior.

License/Certification Requirements:

Must possess a valid state driver's license and Navajo Nation Vehicle Operator's Permit. Criminal background check and fingerprinting is required. State licensure preferred.

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