

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOE0442611

Date Posted: 11/22/10

POSITION NO: 936207

Closing Date: 12/07/10

CLASS CODE: 3761

POSITION TITLE: CASE MANAGEMENT SPECIALIST

DEPARTMENT NAME: Office of Special Education and Rehabilitation Services

DEPARTMENT NO: 44 WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N64A

Days: Mon-Fri

Permanent:

SALARY: \_\_\_\_\_

Hours: 8:00AM - 5:00PM

Temporary:

Duration: \_\_\_\_\_ \$ 36,753.60 Per Annum

Part-Time:

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

**DUTIES AND RESPONSIBILITIES:**

Serves as a team lead by coordinating and arranging transdisciplinary developmental evaluations and assessments for children birth to three years of age who are referred to the Navajo Nation Early Intervention program for early intervention services. Reviews and assures accurate eligibility determination on documents of medical, developmental, family history and other information for New Mexico Family Infant Toddler Program (NMFIT). Conducts developmental evaluations and writes reports based on tools designed for infants and toddlers with disabilities. Coordinates the development of initial individualized Family Service Plan (IFSP) for services to children with disabilities and their families based on the needs identified by the Team as a result of assessment evaluations and diagnosis. Facilitates clear communication with families for the duration of services to assure the child/family's needs are met. Continues close communication with other team members including but not limited to physicians, partnering agencies, and other service provider agencies. Collects child count information by assuring that child count is accurate for submittal to the BIA. Prepares program reports quarterly. Facilitates and coordinates all aspects of the early Navajo Nation and IDEA, Part C requirements. Assures that all referral packets have all required information, family priorities, resources, interest and concerns are included in the documentation of the initial planning process. Provides staff training and community orientation regarding NMFIT, early intervention. Conducts child find and public awareness by developing a consistent plan to assure that Navajo children are identified early, assures that child find activities are provided in a culturally sensitive and within the context of the Navajo language. Identifies children so that 2% of the infant/child population on the Navajo Nation are provided services under an IFSP. Assures that child's records maintained by the program are confidential, has child's current level of development screenings, developmental checklist and other documents required by NMFIT, Navajo Nation and IDEA, Part C.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Behavioral Health, Sociology, Social Work or related field; and  
Related: degree in Education, Social Work & Special Education

**Experience:**

two (2) years of related experience in case management; or an equivalency combination of education, training and experience which provides capabilities to perform the described duties.

PREFERRED: Three years of relevant work experience and support to young children and their families.

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

**Special Knowledge, Skills and Abilities:**

Ability to communicate and translate effectively in Navajo and English. Have knowledge of the early intervention process as well as the Individual Disabilities Education Act (IDEA), Part C, and the New Mexico Family, Infant, Toddler Program and the Navajo Nation program policies and procedures.

**License/Certification Requirements:**

PREFERRED: Valid Drivers License (State), New Mexico Department of Health Service Coordinator, CPR/First Aide Certified, and obtain tribal vehicle permit within 30 days of employment.

**VETERANS' PREFERENCE APPLIES**

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

**Revised: 1-15-99**