

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH07211128

DATE POSTED: 11/30/15

POSITION NO: 946986

CLOSING DATE: 12/11/15

POSITION TITLE: Case Assistant (S)

DEPARTMENT NAME / WORKSITE: DOH/Department of Behavioral Health Services/Chinle, AZ

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: AB56A

WORK HOURS: 8:00 am to 5:00 pm PART TIME: NO. OF HRS./WK.: _____ \$ 20,300.80 PER ANNUM

SEASONAL: DURATION : _____ \$ 9.76 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Informs clients of program eligibility criteria; takes application and/or completes intake forms and conducts initial interview; determines eligibility and develops plan for clients for approval by appropriate staff according to applicable rules and regulations; conducts home visits; establishes and maintains case files by keeping eligibility documents updated and other pertinent documents; interacts with vendors/contractors requesting bids on materials and project work; prepares financial documents (e.g. purchase requisitions, purchase orders).

Establishes an accounting system to manage financial records and documents pertaining to client's needs; prepares required reports; logs in mail; establishes and maintains filing system; files and types documents (e.g. reports, memoranda, correspondence); answers telephones and assists callers or refers caller to more knowledgeable staff; provides support to the program staff by scheduling appointments, preparing appointment letters and other correspondences; provides orientation on program services; transports clients as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- High School diploma or GED; and two (2) years office or clerical work experience including customer services.

Preferred Qualifications:

- Proficient in Microsoft Office software and other computer application.
- College courses in Business Administration, Behavioral Science, Counseling, or related field.
- Proficient Microsoft Office software and other computer application.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.
- Within 90 days of date of hire, must obtain a Navajo Nation Vehicle Operator's Permit.

(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 the programs available to clients; knowledge of the basic principles and practices of budgeting; knowledge of applicable Tribal, federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures; knowledge of standard office equipment. Skill in operating standard office equipment; skill in working with computers and applicable software applications; skill in evaluating clients to determine eligibility for programs for the underprivileged; skill in applying judgement in release of and safeguarding confidential information; skill in interacting with people in all social, economic, cultural, spiritual and emotional places;

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