THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS03911161**	DATE POSTED:	12/07/15
POSITION NO:	942252	CLOSING DATE:	12/18/18
POSITION TITLE:	Senior Case Worker		
DEPARTMENT NAME / WORKSITE:	Department for Self Reliance / Tuba City, Arizona		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB60A
WORK HOURS:	8:00 am to 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 28,600.00	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 13.75	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Interviews Department for Self Reliance (DSR) applicants to determine continued eligibility for cash/non-cash assistance using the DSR Pathway to Self Reliance Manual requirements and enters data into the Tribal Assistance System (TAS). Informs DSR participants of federal guidelines regarding work requirements, eligibility time limits, sanctions, child support requirements and other requirements. Provides bi-cultural/bi-lingual counseling and guidance to DSR applicants about personal responsibility and economic self-sufficiency; utilizes human relation skills to motivate and instill confidence for clients and their families; provides alternatives in livelihood and social skills for clients. Evaluates economic, family, and employment support needs of applicants and their household; develops a case plan to meet requirements for changes in eligibility criteria. Refers clients through automation, phone calls, or written notice to other non-tribal resources and programs.

Coordinates with tribal and non-tribal programs including NN Child Care, Navajo Department of Workforce Development, Supplemental Nutritional Assistance Program, and Medicaid programs to provide the DSR applicant with other services as a part of the case plan. Coordinates with other tribal and non-tribal resources and programs to provide additional supportive services including outreach/itinerant services, emergency assistance, food, clothing, education, crisis intervention, medical services, and transportation for the applicant and their families. As necessary, conducts home visits to provide outreach services for cash/non-cash assistance to include assessment, counseling, case plan and follow-up for applicant and their families and provide outreach services on an itinerant basis to community Chapter Houses. Responsible for maintaining knowledge about the Welfare Reform and all related Public Laws. Attends meetings, trainings and conferences which are pertinent to determine cash/non-cash assistance eligibility, program coordination and resource networking, case management, communication, motivational skills development, public laws and regulations and other welfare related activities.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Human Services, Social Work or related field; and two (2) years of social services to disadvantaged people.

Preferred Qualifications:

- Two (2) years of experience in case management, human services, social work or related experience.
- Proficient in Microsoft Office software and other computer applications.

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.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(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: 45 CFR Part 96 and 286, P.L. 104-193, P.L. 97-35, and other applicable Navajo Nation, federal, state, and local laws, ordinances, statues, rules, regulations, policies, and procedures; principles and practices of social and human services work; Navajo Nation, federal, state, and local resources available. SKILL IN: interpersonal communications and dealing with people; counseling disadvantaged people about their problems; analyzing data and drawing valid conclusions; communicating in both the English and Navajo languages; assessing situations and providing appropriate remedies; establishing and maintaining effective working relationships.

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