

CASE MANAGEMENT SPECIALIST

DEFINITION: Under direction, performs professional work of considerable difficulty in the delivery of treatment plans based on assessments and diagnosis of health professional/case management team; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Monitors intake assessments and initial client assessment procedures to determine eligibility of clients for services available; ensures that all required information is obtained and properly documented; arranges emergency and/or residential treatment services based upon the assessment and diagnosis of the individual level of care; reviews and authorizes payment for services attained for clients; conducts service and/or on site center reviews to ensure the services are available to program clients; conducts case staffing; maintains client files; implements and administers tracking and file review systems.

Documents and obtains information pertinent to client's progress including assessment, psychiatric evaluation, admission or discharge, and case manager notes; arranges home visits with client's parents/guardian; ensures open lines of communications with parents and family for the duration of treatment; implements and coordinates aftercare activities with appropriate service providers; maintains communication with service providers, physician and case management team or multi-disciplinary teams.

Develops individual service plans based on the needs identified by qualified professional as a result of screening, or by the case management team as a result of evaluation and diagnosis; identifies specific services providers and location, periods of service and the number of units of service; modifies individual service plans through consistent and timely monitoring; ensures compliance to program standards and procedures, and federal and state guidelines; reviews and authorizes services; prepares required reports; attends conferences, seminars, workshops and meetings.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of Navajo culture, tradition and philosophies.
Knowledge of related health treatment localities.
Knowledge of outpatient and resident treatment programs.
Knowledge of the theories, principles, practices and techniques of case management.
Knowledge of program networking and management information systems.
Skill 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 relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate efforts in the provision of financial assistance to disadvantaged clients.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Behavioral Health, Sociology, Social Work or related field; and two (2) years of case management or related experience; or an equivalent combination of education and experience.

THE NAVAJO NATION

Class Code: 3761
Community Education and Counseling Series
Case Worker Group
Overtime Code: Exempt
Pay Grade: 64

CASE MANAGEMENT SPECIALIST

Special Requirements:

- Possess a valid state driver's license

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.