

THE JUDICIAL BRANCH OF THE NAVAJO NATION JOB VACANCY ANNOUNCEMENT

POSITION NO: 244381
CLASS CODE: 9221

Date Posted: 12/27/2018
Closing Date: 01/11/2019

POSITION TITLE: Care Coordinator

DEPARTMENT NAME: To'hajiilee Judicial District Court

WORKSITE LOCATION: To'hajiilee, New Mexico

WORKS DAYS/HOURS:	POSITION TYPE:	SALARY INFORMATION:
Days: <u>Monday - Friday</u>	Permanent: <input checked="" type="checkbox"/>	Salary Range: <u>\$41,641.60</u>
Hours: <u>8AM to 5PM</u>	Temporary: <input type="checkbox"/>	Hourly Range: <u>\$20.02</u>
No. Hrs./Wk.: <u>40</u>	Part-Time: <input type="checkbox"/>	Exempt or Non-Exempt: <u>Exempt</u>

DUTIES AND RESPONSIBILITIES

Under general direction of the Court Administrator, coordinates services for drug court participants, monitoring intake and assessments with local behavioral health services and other related resources that are consistent with the deliverables of the grant and funding requirements. Other duties may be assigned. Ensures compliance with the Navajo Healing to Wellness Policies and Procedures. Monitors clinical and legal assessments to determine eligibility for treatment, related to services for adults and youths. Provides follow up and determines appropriate programs for treatment and counseling to implement recommended corrective behavior for clients. Monitors progress and compliance with court orders and directives. Conducts treatment team meetings. Maintains client files, implements and administers client tracking and conducts file review. Prepares presentations to agencies, programs and communities. Prepare quarterly reports. Represents project/program and coordinates activities with Navajo Nation officials, governmental representatives, and the public. Serves on committees and task forces, and performs special assignments as required. Works closely with community members to create partnerships and outreach involvement. Position may assist in the review and maintenance of grants.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A Bachelor's degree in Social work, Behavioral Health or Health and four years of relevant experience in social services, behavioral health or health, or an equivalent combination of education, training and experience that provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of applicable Navajo Nation, State and Federal statutes, policies and procedures, including federal grant reporting. Navajo traditions. Navajo Rules of procedures and legal terminology. Principles of budgeting, bookkeeping, record keeping, case records and file management. This position requires the following skills: Using a personal computer with a variety of software applications. Establishing and maintaining effective and cooperative working relationship with others.

License/Certification Requirements:

Must possess a valid state driver's license. Within 90 days of employment must obtain and pass a criminal background check and obtain a Navajo Nation Vehicle Operator's Permit. 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.

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

Revised: October 01, 2010

CONTACT INFO: Judicial Branch Human Resources
Post Office Box 520 Window Rock, Arizona 86515
Telephone (928) 871-7023 ♦ Facsimile (928) 871-6862 ♦ Website www.navajocourts.org