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

REQUISITION NO: **DSS0462831** Date Posted: **01/31/11**

POSITION NO: **933823** Closing Date: **02/11/11**

CLASS CODE: **3703**

POSITION TITLE: **PRINCIPAL SOCIAL WORKER**

DEPARTMENT NAME: **Navajo Children and Family Services Program**

DEPARTMENT NO: **46** WORKSITE LOCATION: **Window Rock, Arizona**

WORKS DAYS/HOURS:
Days: **MON-FRI**
Hours: **8:00 am - 5:00 pm**

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: **40**

GRADE: **N670A**
SALARY:
$ 47,361.60
$ 22.77

**DUTIES AND RESPONSIBILITIES:**

Research, develop and prepare program guidelines and procedures, training materials and other administrative projects as assigned to implement program goals and objectives. Ensure staff development, reviews staff performance and ensures that quality/quantity casework is provided; delivery of comprehensive and innovative social casework and family preservation services to eligible families whose children require state custody and protection due to abuse, neglect, abandonment, and/or dependency; coordinate and plan with social workers to advocate culturally appropriate interventions, foster care, and permanent placement of children; evaluate Navajo foster homes to ensure that well-being of children in alternative care; support client use of additional services to remedy pervasive substance abuse/domestic violence and to improve parenting capacities; document services to clients. Supervise adoption program and staff performance to ensure compliance with tribal policies through social work consultation, technical assistance and relevant training in the delivery of services; ensures adequate documentation of case records, i.e., client eligibility, case management activities, coordination with state courts and the Navajo N

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Masters Degree in Social Work. ***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

**Experience:**

Three (3) years of professional social service work experience.

**Special Knowledge, Skills and Abilities:**

Professional knowledge in the theories, principles, practices and techniques of social work field; knowledge of tribal codes, court systems and their applications, knowledge of counseling and interviewing; knowledge of Navajo traditional customs; skill in applying professional and work principles, theories, concepts and bicultural techniques required to assist the clients.

**License/Certification Requirements:**

Valid Drivers License within 90 days obtain a Navajo Nation Tribal Permit.

***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***