THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0469949**	DATE POSTED:	**02/17/15**
POSITION NO:	**243374**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Social Worker**		
DEPARTMENT NAME / WORKSITE:	**Navajo Children & Family Services Program, Window Rock, Arizona**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8:00 am - 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

The incumbent will conduct quarterly Dine traditional parent trainings to referred adults in different locations throughout the Navajo Nation; completes intakes, conducts assessments and determines program service eligibility; documents daily case activities; provides case management services and support services to clients; develops initial and revised case plans for families; writes correspondence to clients and outside agencies; completes progress reports and submits to referring agency on clients; assesses and completes adoptive and relative home studies for placement of a child(ren); attend court hearings to provide testimony when needed; coordinates wish the Navajo Nation Foster Care Program in licensing a relative home for placement of child(ren); coordinates with the DSS Department of Family Services in completing home studies; maintains and manages confidential case files; conducts home visits for the purpose of obtaining information, completing assessments and client support; makes referrals for clients to outside agencies for the purpose of achieving case goals and client needs; completes monthly reports that include case statistics; maintains an up-to-date quarterly case listing; attends case staffing for the purpose of ensuring proper case management processes; attends meetings, trainings, workshops and/or conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Social Work, Human Services, Counseling or a closely relatef field; and one (1) year of professional social work experience under professional supervision.

Preferred Qualifications:

- A Master's degree in Social Work.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(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 conducting presentations, use of powerpoint and public speaking; knowledge of traditional Navajo parenting skills, child rearing practices, etc.. Knowledge of social work theories and practices, child protective services and child development; obtains a NN Vehicle Operator's permit within 90 days of the date of hire.

<<A favorable background investigation is required>>
THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.