THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0469952**	DATE POSTED:	**02/17/15**
POSITION NO:	**242623**	CLOSING DATE:	**OUF**
POSITION TITLE:	**Principal Social Worker**		
DEPARTMENT NAME / WORKSITE:	**Navajo Children & Family Services Program, St. Michaels, Arizona**		

WORK DAYS:	MON-FRIDAY	REGULAR FULL TIME:	☑		GRADE/STEP:	AB67A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 52,062.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 25.03	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Performs professional social work duties of considerable difficulty in the supervision of professional social workers; supervises Indian Child Welfare Act (ICWA) Unit staff by providing consultation, guidance & direction in an array of program related policies & procedures, e.g., case management, coordinate with state child welfare agencies, courts and case statistical reporting; provides guidance & direction to staff to maintain a government-to-government working relationship related to the Intergovernmental Agreement (IGA), e.g., providing ICWA expert witness testimonies & attending case staffing on assigned ICWA cases; receives & reviews court reports, identifies case issues & provides proper direction to address cases; conducts case reviews to ensure proper case management services are rendered while adhering to program policies & procedures; conducts case staffing's with NN Department of Justice (NNDOJ) to address case management issues and to receive proper direction & guidance for case outcomes; conducts one-to-one or group case staffing on a consistent basis with staff members to ensure proper case management services are rendered to clients; applies & ensures tribal and program policies & procedures are followed by staff members, e.g., NNDSS Case Management Standards/Protocols, Alchini Bi Beehazaanii, etc., applies & ensures federal & state child welfare laws are followed, e.g., ICWA, Adoption & Safe Families Act of 1997, etc., identifies personnel issues/concerns and properly works to resolve them; addresses & follows through on personnel issues in accordance to the Personnel Policies & Procedures manual; maintains a caseload of ICWA cases by properly completing assessments; develops case plans, writes court reports, attends court hearings, transports children and/or clients; conducts home visits for placement monitoring & coordination with state & federal agencies to ensure clientele are receiving appropriate services; abide by the NN Personnel Policies & Procedures manual, the DSS Professional Standards, Ethics & Case Management Protocol & the NASW Social Work Code of Ethics; have knowledge & awareness of the Navajo traditional teachings, practices & applies to case management where appropriate and deemed necessary; researches, develops & implements ICWA unit policies & procedures by encouraging & soliciting feedback from subordinates in development or changes to the overall unit operations; conducts annual employee appraisals; follows through on delegated duties & tasks on behalf of the Program Manager; completes monthly, quarterly & year end reports; is actively involved in the development of the overall program budget; conducts staff meetings to address program initiatives, issues & makes recommendations so funds

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Masters degree in Social Work; and three (3) years of professional social service work experience.

Preferred Qualifications:

- Two (2) years of supervisory experience.
- Possess a Licensed Independent Social Worker (LISW), Licensed Clinical Social Worker (LCSW), Licensed Independent Clinical Social Worker (LICSW) or Licensed Master Social Worker (LMSW)
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- A favorable background investigation is required prior to date of hire.
- 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:

Professional knowledge in the theories, principles, practices & techniques of social work; knowledge of tribal codes, court systems and their applications, knowledge of counseling & interviewing; knowledge of Navajo traditional customs; knowledge of applicable tribal, federal, state & local laws, ordinances, statutes, rules< regulations, policies & procedures: skill in communicating effectively in both oral & written form; ability to establish & maintain effective interpersonal relationships.

<<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.