

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

|                             |   |                    |                                     |
|-----------------------------|---|--------------------|-------------------------------------|
| REQUISITION NO:             | <u>DSS04613395</u>  | DATE POSTED:       | <u>03/09/17</u>                     |
| POSITION NO:                | <u>242105</u>   | CLOSING DATE:      | <u>OUF</u>                          |
| POSITION TITLE:             | <u>Social Worker</u>  |                    |                                     |
| DEPARTMENT NAME / WORKSITE: | <u>DSS/Navajo Children &amp; Family Services Program/St. Michaels, AZ</u> |                    |                                     |
| WORK DAYS:                  | <u>MONDAY-FRIDAY</u>  | REGULAR FULL TIME: | <input checked="" type="checkbox"/> |
| WORK HOURS:                 | <u>8:00 am - 5:00 pm</u>  | PART TIME:         | <input type="checkbox"/>            |
|                             |   | SEASONAL:          | <input type="checkbox"/>            |
|                             |   | TEMPORARY:         | <input type="checkbox"/>            |
|                             |   | NO. OF HRS./WK.:   | <u>                    </u>         |
|                             |   | DURATION :         | <u>                    </u>         |
|                             |   | GRADE/STEP:        | <u>Y63A</u>                         |
|                             |   | \$                 | <u>35,984.00</u> PER ANNUM          |
|                             |   | \$                 | <u>17.30</u> PER HOUR               |

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs professional social work and direct services; duties of moderate difficulty in the delivery of social, health and human services; performs related work as assigned; receives, reviews and screens applications, referrals and requests for social, health and human services by interviewing, counseling and referrals of such requests to appropriate social service delivery agencies and organizations; provides necessary follow-up; assists clients with applications and forms; provides information and interprets guidelines, rules, regulations, procedures and eligibility requirements to clients and other concerned; schedules home visits for interviews to obtain additional information and follow-up; facilitates the processing of applications/referrals and delivery of services, if necessary, consults and confers with social service agencies on a regular and as needed basis for coordination of efforts and services; may transport clients; assists with identifying social services conference, seminars, and workshops; maintains records, materials, supplies, equipment and facilities; provides technical assistance and information; prepared required reports and data reporting; provides counseling services to clients.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

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

**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 the theories, principles, practices, and techniques of the social work field; knowledge of social casework objectives, principles, methods & caseload management and organization; Knowledge of the Tribal codes, court systems & their applications; Knowledge of counseling and interviewing techniques; knowledge of Navajo traditional customs; skill in communicating effectively in both oral and in writing; skill in applying professional social work principles, theories, concepts & techniques; skill in interacting with clients from various cultural, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies; ability to perform complex & specialized casework services with considerable independence.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**