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

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| REQUISITION NO: | DSS09311725 | DATE POSTED: | 03/28/16 |
| POSITION NO: | 931978 | CLOSING DATE: | OUF |
| POSITION TITLE: | Principal Social Service Representative | | |
| DEPARTMENT NAME / WORKSITE: | Department of Family Services/ Kaibeto, AZ | | |
| WORK DAYS: | Monday-Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: AB62A |
| WORK HOURS: | 8 a.m. to 5 p.m. | PART TIME: ☐ NO. OF HRS./WK.: | $ 34,028.80 PER ANNUM |
| | | SEASONAL: ☐ DURATION : | $ 16.36 PER HOUR |
| | | TEMPORARY: ☐ | |

**DUTIES AND RESPONSIBILITIES:**

Receives referrals/reports of maltreatment: abuse and neglect, and social services requests from the public and completes the intake process. Interacts and coordinates with the public, primarily children and their families, DFS staff, law enforcement personnel, judges, prosecutors, attorneys, school personnel, health care personnel, and other professionals and resources. Conducts, completes interviews and investigations, provides case work and case management services.

Understands and knowledgeable of human behavior, child and adult development, family systems, substance abuse dynamics, domestic violence, safety and risk family assessments, and dynamics of child, adult, elder maltreatment; recognizes signs of abuse and neglect; discerns between imminent danger and risk, and prevention, intervention, treatment techniques of maltreatment.

Uses observation skills, interview skills, and standardized assessment tools to determine level of intervention required to keep victims safe. Develops safety actions plans, case plans, and referrals to resources for victims and their families. Must be able to carry out investigations, be assertive, work under stress and take action when necessary; provide crisis intervention and taking children into DFS custody for their safety. Must have excellent communication skills and work ethics. Must be flexible for cross-training into other DFS role and be available for emergency on-call and after-hour service. Works closely with Principal Social Worker on all assignments and works closely with DFS field office staff.

Completes assessment and evaluation reports, investigation outcome reports, court reports, monthly, annual, and quarterly reports. Provides prevention and intervention presentations and education to the public on child, adult, and elder abuse and neglect. Completes home investigation and studies for safety, custody, guardianship, and adoption for children, adults, and elders. Attends and participates in case staffing, consultations, CPT/MDT meetings, staff meetings and general staff meetings.

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

**Minimum Qualifications:**

- A Bachelor's degree in Human Services, Sociology, Social Work, Psychology or related field; and two (2) years of experience providing counseling to disadvantaged clientele

**Preferred Qualifications:**

- Three (3) years of experience providing human services, counseling or related services.
- Proficient in Microsoft Office software and 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 the principles and practices of social work; knowledge of interviewing techniques and special methods used in interviewing children; knowledge of interrogation tactics; knowledge of the principles and practices of social services. Skill in interviewing; skill in developing the trust and confidence of children and the elderly; skill in case management; skill in crisis intervention

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