THE NAVAJO NATION
Department of Personnel Management
JOB DESCRIPTION

REQUISITION NO:	**DSS08913746**	DATE POSTED:	05/02/17
POSITION NO:	940920	CLOSING DATE:	OUF
POSITION TITLE:	**Principal Social Service Representative**		
DEPARTMENT NAME / WORKSITE:	Department of Family Services / Crownpoint, NM		

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:

Conducts intake of all incoming reports of child/adult abuse and neglect and other services within the Department of Family Services Coordinates and collaborates closely with law enforcement agency, district court, hospitals and schools. Prescreens report to determine appropriateness for service. Prioritizes report/intake according to the response level from high risk to low risk. Provides service in the best interest of the child according to the Navajo Nation Alchini B I Beehaz Annii Act (ABBA) - Children's Code. Submits intake to supervisor for review and assignment to case worker, or appropriate referral to other community/resources for eligibility.

Documents correct intake information into data system for client tracking; maintains record of case flow from intake, transfers to case management service to closure. Ensures client confidentiality by securing all reports, data and case folders. Works closely with supervisor for proper case flow/activities for services. Submits monthly, quarterly, and annual program narrative statistical reports.

Demonstrates and understands the needs to coordinate services with community entities to attain resources for client safety, well being, and growth towards self-sufficiency. Communicates with client fluently in English and Navajo languages. Networks in a professional manner with tribal, state, and local organizations. Participates in family group conference and attends the CPT monthly meetings. Attends staff and general meetings, training related to position, and conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Human Services, Sociology, Social Work, Psychology or related field; or an equivalent combination of education and experience.

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.