THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0467829** Date Posted: **05/20/13**

POSITION NO: 240344 Closing Date: **06/04/13**

CLASS CODE: 3705

POSITION TITLE: **Senior Social Worker**

DEPARTMENT NAME: Navajo Children and Family Services Program

DEPARTMENT NO: 46 WORKSITE LOCATION: St. Michaels, Arizona

WORKS DAYS/HOURS:

Days: MON - FRI

Hours: 8:00 am - 5 pm

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration:

Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R65A

SALARY:

$ 41,516.80

$ 19.96

DUTIES AND RESPONSIBILITIES:

Interviews clients with problems such as personal and family adjustments, finances, employment, food, clothing, housing and physical & mental impairments to determine nature and degree of need and for formulating program/services eligibility and case status; assists family members in understanding the clients' needs and aids client and family in working out realistic funcitonal goals for client; identifies psychosocial, economic and physical needs of clients; assesses and reassesses client's support system, available community resources and other factors to plan, develop and implement an appropriate service plan; develops and implements a case plan that presents intervetion strategies to meet client needs including alternative placement, job training, socialization, nursing services, legal and medical intervention and financial assistance according to State/Federal regulatory guidelines and budget limitations; provide ongoing case management services by conducting home visits, monitoring delivery of services and quality of care, and reassessing client needs including ongoing eligibility for services; tracks client progress and well-being, evaluates case plan effectiveness, and effectively manages resources; prevents conflicting case plans and duplication of services: secures information such as medical, psychological, and social factors contributing to client's situation; evaluates these together with client's strengths; attends & provides testimony to state and tribal court proceedings, explains agency & program rules, regulations and procedures; assists clients in completing required forms and in gathering necessary documentaiton; compiles records and prepares reports; develops and/or reviews service plan and performs follow-up to determine quantity and quality of services provided client and status of client's case; assesses & records client and community resource information, manually or using personal computer, to input and retrieve information; prepares complete & accurate case notes; writes correspondence, reports, and other written materials; may prepare statistical reports and summaries; inputs data; works in collaboration with NN Department of Justice and other divisional professionals & supervisors regarding cases & scheduling and to coordinate activities; provide training/orientations on program services & recruitment of adoptive homes; contributes to the efficiency & effectiveness of the unit's service to its customers by offering suggestions & directing or participating as an active member of a work team; performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

1) A Bachelor's degree in Social Work and; or a 2) Master's degree in Social Work and

Experience:

1) and three (3) years professional social service work experience under professional supervision; 2) one year of professional social work experience under professional supervision.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Professional knowledge of theories, principles, practicese, and techniques of social work field; knowledge of Tribal codes, court systems and their applications, knowledge of counseling and interviewing; knowledge of Navajo traditional customs; ability to communicate effectively in the English and Navajo languages; ability to relate with clients; skill in applying professional social work principles, theories, concepts and bicultural techniques required to assist the clients; skill in dealing with the clients, giving consideration to cultural strengths and differences.

License/Certification Requirements:

PREFERRED: Must possess a Valid State Drivers License; and a Navajo Nation Vehicle Operator's Permit (to be obtained upon employment); submit to Criminal Background check within 90 days of employment. ***Position requires a background check and relevancy assessment prior to employment.***

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***