THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0463155** Date Posted: **05/23/11**

POSITION NO: 946675 Closing Date: **06/07/11**

CLASS CODE: 3705

POSITION TITLE: **Social Worker**

DEPARTMENT NAME: DSS/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: R63A

SALARY:

$ 34,944.00 Per Annum

$ 16.80 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 services delivery agencies and organization; provides necessary follow-up; assists clients with applications and forms; provides information and interpret 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 efforfts and services; may transport clients; assists with identifying social services conferences, seminar and workshops; maintains records, materials, supplies, equipment and facilities; provides technical assistance and information; prepares required reports and data reporting; provide counseling services; develops case plans with families and provides case management to meet the goals and objectives; assists in providing support to families/children; provides group and individual parenting skills training; documents case activities and manages case files; attends case staffing and meetings; testifies in court proceedings; prepares progress reports to the courts.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Social Work, Human Services, Counseling or a closely related field; and

Experience:

One (1) year of professional social work experience under professional supervision; **or** a Master's degree in Social Work is fully qualifying.
(to receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

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:

Must pass a criminal background check and employee 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***