THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS08913901**	DATE POSTED:	06/06/17
POSITION NO:	940898	CLOSING DATE:	OUF
POSITION TITLE:	**Principal Social Worker**		
DEPARTMENT NAME / WORKSITE:	Department of Family Services / Crownpoint, NM		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB67a
WORK HOURS:	8 a.m. to 5 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 52,062.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 25.03	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Supervises subordinate staff by planning, scheduling, coordinating and reviewing the delivery of social and related services; receives and reviews statistical field reports; analyses staffs' performance and the effectiveness of delivery of services; identifies problem areas and recommends alternatives and modifications. Schedules field visits to inspect facilities and equipment and to determine work progress; prepares required reports; participates in budget preparations; collects, receives, analyzes and condenses field reports and prepares them for transmittal to the central office; plans and coordinates activities with other social service agencies; provides for the maintenance, security, inventory and physical controls of records, materials, supplies, equipment and facilities. Interprets rules, regulations, policies, procedures and directives; provides information, technical assistance and instruction to subordinates, chapters and communities; exercises supervision over and assigns tasks to subordinates. Coordinates and collaborates with resources in planning and implementing services to clientele. Maintains a caseload, such as child neglect and abuse cases involving investigations and substantiates the cases; determines eligibility in accordance with applicable requirements; prepares in-service training orientation and preventive education to staff and client population; reviews and screens incoming referrals and performs case assignments to social workers; participates in case staffing; attends staff meetings, conferences, and training.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's degree in Social Work; and three (3) years of professional social service work 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 theories, principles, practices and techniques of the social work field, knowledge of the Navajo Nation Tribal codes, court systems and their applications, knowledge of social casework objectives, principles, methods and caseload management and organization, knowledge of human behavior and development and psychological defense mechanisms, knowledge of the principles and techniques of supervision, knowledge of counseling and interviewing techniques, knowledge of applicable Tribal, federal, state, and local laws, ordinances, statutes, rules, regulations, policies and procedures. Skill in communicating effectively in both oral and written forms, skill in establishing and maintaining effective interpersonal relationship, skill in preparing clear, accurate, and comprehensive case records, skill in analyzing data and drawing valid conclusions, skill in working independently with little supervision. Ability to perform complex and specialized casework services with considerable independence, ability to provide leadership and consultation to other social workers in casework concepts and methodology.

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