

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

REQUISITION NO: DSS15324023

DATE POSTED: 06/13/22

POSITION NO: 947506

CLOSING DATE: 07/08/2022 by 5pm

POSITION TITLE: Senior Social Worker

DEPARTMENT NAME / WORKSITE: Department of Family Services/Tuba City

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ65A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>49,318.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>23.62</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

**DUTIES AND RESPONSIBILITIES:**

Responsible for completing investigative process for home study reports in permanency cases. Able to complete thorough interviews with families and inquire on complex family dynamics such as socio-economic factors, health and well-being, and evaluating risks and strengths. Collaborates with the case managers and foster care workers with regular case staffing. Complies with the Navajo Nation's Alchíni Bí Beehaz áanii Act and all applicable laws. Provides advocacy and making referrals to appropriate agencies for the family. Maintains confidentiality i.e. safeguard of case records in accordance to policy and procedure manual. Prepares required reports with recommendations in best interest of the clients. Prepares to provide testimony on reports and findings to the Court. Provides technical advice and guidance to staff. Coordinates with all appropriate community agencies and resources in planning and implementation of other services. Attends case staffing's, staff meetings, court hearings, trainings, and conferences as needed.

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

**Minimum Qualifications:**

- A Bachelor's degree in Social Work, Psychology, Counseling, Social Science or a closely related field; and three (3) years professional social service work experience under professional supervision.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.

***(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 Tribal codes, court systems and their applications; knowledge of counseling and interview techniques; knowledge of Navajo traditional customs; knowledge of confidentiality and HIPPA regulations. Skill in communicating effectively in both oral and in writing; skill in applying professional social work principles, theories, concepts and techniques; skill in interacting with clients from various culture, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies. Fluent in both the Navajo and English languages. Knowledge and ability in computer literacy and proficient on software applications.

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