THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0568844**	DATE POSTED:	**06/23/14**
POSITION NO:	940241	CLOSING DATE:	**07/07/14**
POSITION TITLE:	**Principal Social Service Representative**		
DEPARTMENT NAME / WORKSITE:	**DSS/Department of Family Services/Dine Elder Protection Program/Ft. Defiance, AZ**		

WORK DAYS:	Monday to Friday	REGULAR FULL TIME:	☑		GRADE/STEP:		Y62A
WORK HOURS:	8 a.m. to 5 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$	$33,030.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$	15.88	PER HOUR
		TEMPORARY:	☐				

DUTIES AND RESPONSIBILITIES:

Performs professional social work in the areas of adult and elderly protective services. Provides services that promote client self-determination and enhance welfare with the least restrictive alternatives consistent with the client's need for services. The position requires teamwork and flexibility with the work environment to meet client's needs. Meets with alleged victims in their homes to investigate allegations, performs assessments and addresses immediate safety needs. When necessary, provides short-term services, which includes investigations for court services for adult/elderly legal guardianship petitions. Works closely with health care providers, law enforcement, the judicial system, behavioral health agencies, and a wide range of community agencies to prevent continued abuse, neglect, or exploitation of adults who don't have the

Evaluates information concerning indicators of mental functioning, immediate danger and substantial risk of danger. Interviews clients, family, and professionals. Assesses client support system. Visits client regularly for ongoing assessment of client's needs and safety. Makes findings, based on facts, regarding incapacitation, dependency, and risk of danger. Responds to crisis situations to protect client(s). Refers clients to appropriate services, negotiates for and coordinates services on behalf of the client. Advocates for service provision. Locates resources for placement in alternative living arrangements. Facilitates family/group conferences. Collects and compiles social case history. Maintains accurate case records of assessment, activities, and plans, write summaries, reports, letters and memorandums.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Human Services, Sociology, Social Work, Psychology or related field; and two (2) years of experience providing counseling to disadvantaged clientele.

PREFERRED QUALIFICATIONS:

- Three (3) years of experience providing human services, counseling or related services.
- Proficient in Microsoft Office software and other computer applications.

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.)

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of adult protective services issues, principles and practices of social work, interviewing techniques and special methods used in interviewing elderly, and/or interrogation tactics, and the principles and practices of social services. Knowledge of confidentiality, privacy act and HIPAA. Skills in interviewing, developing the trust and confidence of the adult/elderly, knowledge of case management processes, and crisis intervention. Fluency in both the Navajo and English languages.

A favorable background check is required.

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