

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

REQUISITION NO: DSS15324117

DATE POSTED: 06/23/22

POSITION NO: 940224

CLOSING DATE: 07/07/2022 by 5 pm

POSITION TITLE: Resident Caseworker

DEPARTMENT NAME / WORKSITE: NDSS/Dept. of Family Services - Northern Tree House Shelter/Shiprock, NM

WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ60A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>32,635.44</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>15.63</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

**DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Principal Victim and Witness Advocate, the shelter Resident Caseworker is responsible for providing support and safety to victims of domestic violence and sexual assault, including their dependents in the 24/7 shelter. The Resident Caseworker monitors the shelter 24/7, and work is performed in a residential shelter setting. Performs administrative duties such as answering phones, taking messages, sending, and receiving correspondence, and greeting customers and clients. Conducts intakes within 1 hour of a client entering the shelter. Conducts shelter orientation to clients within 24 hours of entering the shelter (shelter guideline, fire safety plan, room rules, cooking rules. Assures all intake is entered onto the electronic database. Admits the client to the assigned room. Provide client services such as monitor statistics on the client case-related, document according to funding sources requirement.

Resident Caseworker will maintain accurate detailed logs, shift reports, client files using an electronic database. Resident Caseworker will review and monitor daily log for communication with coworkers regarding each client's progress. Resident Caseworker will provide crisis intervention information and referrals. Resident Caseworker will ensure cleanliness and security of shelter and assists with grocery shopping for the shelter. Resident Caseworker will enforce and follow the Navajo Nation, Department of Family Services, and Shelter policies. Resident Caseworker will maintain strict client confidentiality of client files and observes the privacy of clients. Resident Caseworker will coordinate quarterly and annual safety drills according to shelter, state, tribal, county, and city guidelines. Assists clients with filing a Protection Order.

Resident Caseworker will coordinate and conducts children & adult group activities, including making referrals for client treatment and other needed services. Resident Caseworker will communicate and collaborate with staff members, attorneys, caseworkers, social workers, court personnel, police department, and hospital personnel. Resident Caseworker will ensure parent's and/or children's behavior are addressed. Resident Caseworker will address emergencies as they arise and reports incidents to supervisor for immediate attention. Resident Caseworker will assist with transporting clients to the hospital, court, and other agencies as needed. Resident Caseworker will attend and participate in staff meetings, work-related trainings, and conferences.

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

**Minimum Qualifications:**

• A high school diploma/GED; and two (2) year of experience in a shelter home, as a counselor, or an advisor in crisis intervention, or closely related work; and one (1) year of administrative experience; or an equivalent combination of education and experience.

**Special Requirements:**

- Possess a valid state driver's license.
- A favorable background investigation.
- Within 90 days of employment, incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Cardiopulmonary Resuscitation (CPR) and First Aid Certificate and Food Handler's Permit. Also, complete the mandatory NN Sexual Harassment training.

***(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 applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures. Knowledge of the principles and practices of social service work. Knowledge of the Navajo Nation's regulations regarding the care of clients. Knowledge of the theories and practices of human services. Knowledge of local community resources. Knowledge of community resources available to individuals and families. Skill in operating a personal computer utilizing a variety of software applications. Skill in crisis intervention and advocacy. Skill in interpersonal communications/dealing with people. Skill in communicating both orally and in writing. Skill in communicating effectively in the Navajo and English languages. Skill in assessing situations and providing appropriate remedies. Skill in workload management. Skill in applying judgment in the release of and safeguarding confidential information. Skill in establishing and maintaining effective working relationships. Ability to deal with emotional issues and listen. Ability to uphold appropriate boundaries and confidentiality in the workplace.

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