**THE NAVAJO NATION**

**Department of Personnel Management**

**JOB VACANCY ANNOUNCEMENT**

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**REQUISITION NO:** DSS15324138  
**DATE POSTED:** 06/24/22  
**CLOSING DATE:** 07/21/2022 by 5pm

**POSITION NO:** 948586  
**POSITION TITLE:** Principal Social Services Representative

**DEPARTMENT NAME / WORKSITE:** NDSS/Dept. of Family Services - Áłchíní Bil Na’ananish Program (Foster Care)/Gallup, NM

**WORK DAYS:** Monday to Friday  
**WORK HOURS:** 8 am to 5 pm  
**REGULAR FULL TIME:** ✓  
**GRADE/STEP:** BQ62A

**SENSITIVE** ✓  
**SEASONAL** ☐  
**TEMPORARY** ☐

**NO. OF HRS./WK.:** $ 38,836.80 PER ANNUM  
**DURATION:** $ 18.60 PER HOUR

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**DUTIES AND RESPONSIBILITIES:**

Principal Social Services Representative (PSSR) will provide comprehensive assessment on potential foster parents, kinship providers, develops and implements case plan and management for clients. Monitors and evaluates client's progress by scheduling periodic reassessments, complete discharge planning and case closure. Approves or certifies foster homes, provides foster care training, assists clients with criminal background checks, fingerprinting and necessary training, and assists for environmental, health and home safety checks. Serves as a liaison for the client and family with other resources and providers, works with courts regarding guardianship, provides training for client and family including parenting skills, prevention, and detection of child abuse. Determines clients’ needs for protective services or recommends legal alternative on matters within guidelines and objectives of program policies. Prepares written reports, correspondences, progress notes, court reports, narratives and case plans.

Principal Social Services Representative will attend Children's Review Board (CRB) meetings and provide input/recommendations, monthly/quarterly staff meetings. PSSR attends work related meetings, training/workshops, and conferences.

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

**Minimum Qualifications:**

A Bachelor’s degree in Behavioral Health, Sociology, Social Work or related field; and two (2) years of case management or related experience; or an equivalent combination of education and experience.

**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 children’s foster care issues. Knowledge of the principles and practices of social work. Knowledge of interviewing techniques and special methods used in interviewing children. Knowledge of interrogation tactics. Knowledge of the principles and practices of social services. Skill in interviewing. Skill in developing the trust and confidence of children and the elderly. Skill in case management. Skill in crisis intervention. Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

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

Revised: 03.05.18