**DUTIES AND RESPONSIBILITIES:**

Performs professional social service work in the areas of adult and elderly protective services. Provides service that promotes self-determination and enhances welfare through the least restrictive alternative consistent with the needs of the client. Works closely with medical healthcare providers, law enforcement agencies, the judicial system, behavioral and mental healthcare agencies, and a wide range of community agencies to ensure continued safety from abuse, neglect, or exploitation of the adult or elderly who do not have the capacity to protect themselves. When necessary, providing short-term services which includes investigations for court services for adult or elderly legal guardianship petitions. Requires positive teamwork practices and flexibility in work schedule to meet the needs of the client.


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

**Minimum Qualifications:**
- A Bachelor's degree in Human Services, Sociology, Social Work, Psychology, or related field; 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 Navajo culture, tradition and philosophies, knowledge of tribal court procedures; knowledge of the theories, principles, practices and techniques of case management. Skills in interpersonal communications and dealing with people; skill in operating standard office and computer equipment; skill in interpreting, explaining and applying applicable laws, regulations and procedures; skill in communicating effectively in the Navajo and English languages; skill in establishing and maintaining effective working relationships.

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