THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0897920** | Date Posted: **07/01/13**

POSITION NO: 943811 | Closing Date: **07/15/13**

CLASS CODE: 3706

POSITION TITLE: **Principal Social Service Representative**

DEPARTMENT NAME: Division of Social Services/Department of Family Services Dine Elder Protection Program

DEPARTMENT NO: 89 | WORKSITE LOCATION: Crownpoint, NM

WORKS DAYS/HOURS:
Days: Monday to Friday
Hours: 8 a.m. to 5 p.m.

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R62A

SALARY:
$ 32,073.60 Per Annum
$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs professional social work in the areas of adult 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. This position requires teamwork and flexibility within the work environment to meet client needs. Meets with alleged victims in their homes to investigate allegations, perform assessments, and address immediate safety needs. When necessary, provides short-term services, including emergency protective placement or caregivers, refer to adult in home care services, attendant care, and refer to legal aid services, including completing social service investigations for court services for adult legal guardianship petitions. Works 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 do not have the capacity to protect themselves.

Typical Duties: Solicits and evaluates information concerning indicators of mental functioning, immediately danger, and substantial rick of danger. Interviews clients, family, collateral contacts, and professionals. Assesses client support systems. Visits client regularly for ongoing assessment of client needs and safety. Makes findings, based on facts, regarding incapacitation, dependency, and danger or substantial risk of danger. Responds to crisis situations to protect client. Refers clients appropriate services, negotiates for, and coordinates services on behalf of the client. Advocates for service provision. Locates resources and effects 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 letter and memorandums.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Human Services, Sociology, Social Work, Psychology, or related field; and

Experience:

three(3) years of providing counseling to disadvantaged clientele; or an equivalent combination of education, training, and experience, which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of adult protective services issues, principles and practices of social work, interviewing techniques and special methods used in interviewing elderly, interrogation tactics, and the principles and practices of social services. Skills in interviewing, developing the trust and confidence of the elderly, case management, and crisis intervention. Must be able to speak Navajo Language fluently.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

License/Certification Requirements:

Must possess a valid state driver's license and obtain a Navajo Nation Vehicle Operator's Permit within 90 days of employment. ***Must possess CPR/First Aid certificates (PREFERRED)*** ; ***Background check and suitability assessment required prior to employment.**

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 6-11-2013***