THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0936720** | Date Posted: **07/02/12**

POSITION NO: 930971 | Closing Date: **07/16/12**

CLASS CODE: 3705

POSITION TITLE: **Social Worker**

DEPARTMENT NAME: Navajo Division of Social Services/Western Navajo Regional Office-Arizona Title XX Program

DEPARTMENT NO: 93 | WORKSITE LOCATION: Leupp, Arizona

WORKS DAYS/HOURS:
Days: Mon-Fri
Hours: 8:00am - 5:00 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R63A

SALARY:
$ 34,944.00 Per Annum
$ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Assess reports of children alleged to be victims of abuse, neglect, abandonment or exploitation. Initiate and complete prompt investigation through interviews with alleged victims, family members, medical professionals, witnesses, if necessary the alleged perpetrators and others deemed necessary regarding reports of alleged maltreatment of children through direct contacts, police reports, other agency reports to determine if allegations exist. Conduct safety/risks/needs and family strengths assessments of victim utilizing appropriate assessment tools. Arranges for medical attention and collect any documents or statements as evidence of alleged maltreatment. Refers family to resources, such as law enforcement, case management services, peacemaking court, mental health counseling, etc., for continued protection, safety and the well being of the victims. Meet with victim's family to provide education and/or counseling on preventive measures, rehabilitative, or other special services to encourage and assist the victims in preventing reoccurrences of the abuse and/or neglect, whether physical, sexual, emotional, mental or financial exploitation.

Complies with DSS Quality Assurance protocol to complete all required case management forms, document case activities and client progress. Participates in monthly case reviews with supervisor to ensure timely, professional, ethical and culturally-relevant client services. Submit caseload data and narrative reports to identify client/program needs, clinical assistance, and accomplishments during reporting period. Provide professional community presentation on prevention of child abuse/neglect/exploitation.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree Social Work, Human Services, Counseling or a closely related field; and

Experience:

one (1) year of professional social work experience under professional supervision; or a Master's degree in Social Work is fully qualifying. ***(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diplomas, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge of the theories, principles and practices and techniques of the social work field; Navajo Nation Tribal Codes; Navajo Nation Court System/process; and their publications. Knowledge of counseling and interviewing techniques. Skills in communicating effectively in both oral and in writing. Must have skills in intervention, able to communicate with children to gain their trust.

License/Certification Requirements:

PREFERRED: Must possess a valid state driver's license and a vaild Navajo Nation Vehicle Operator's Permit

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***