THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0892109** Date Posted: **07/06/10**
POSITION NO: 944971 Closing Date: **07/19/10**
CLASS CODE: 3706
POSITION TITLE: **Principal Social Service Representative**
DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region
DEPARTMENT NO: 89 WORKSITE LOCATION: Crownpiont, New Mexico
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N620A
Days: Monday - Friday Permanent: ☑ SALARY:
Hours: 8:00 am - 5:00 pm Temporary: ☐ Duration: $ 30,950.40 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 $ 14.88 Per Hour

DUTIES AND RESPONSIBILITIES:
Provide Adult/Children social services delivery, certification and eligibility for services. Make referrals to other resources to assist child/families and provide program updated reports to court. Must provide court reports within five (5) days prior to hearing date; meet with family, children regarding case plan development, specialialty services, and periodic case staffing / consultation on each case. Provide family conferencing, basic counseling, support services, and assess need for services. Maintain child protective service cases within the required 30-day tribal, state and federal timeframe. Will prepare and submit investigative summary reports, case plans, risk assessments, needs and strength assessments, and intakes to CPS/APS. Provide safety plans, temporary custody notices, crisis intervention, emergency home studies for out of home placement, and emergency on-call for after 5:00 pm service requests, including weekends and holidays.
Worker will be assigned cases involving services to court for child custody, guardianship, adoption, adult guardianship and must provide report to court five (5) days prior to court date. Will work with subcontracted facilities, other resources for placement of minor children, RTC or Foster Care; Monitor and provide updated reports to court. Provide individual and group parenting classes to improve parenting skills. Work directly with Principal Social Worker and subordinates to prepare and update case files for input or transfer.

Provide and submit monthly statistic report(s) and client listing on monthly and quarterly basis. Attend, participate and provide input in all required court proceedings/hearings, CPT/MDT hearings for treatment plans, case plans; attend all daily, weekly, monthly case staffings, and resource meetings; and monthly/quarterly general staff meetings; and provide supervision and consultation while delegated in the capacity of the Principal Social Worker.

QUALIFICATION REQUIREMENTS:
Education and Training:
A Bachelor's degree in Human Services, Sociology, Social Work, Psychology, or related field; and

Experience:
three (3) years experience providing counseling to disadvantaged clientele; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:
Knowledge of Navajo culture, tradition and philosophies.
Knowledge of related health treatment facilities.
Knowledge of outpatient and residential treatment programs.
Knowledge of the theories, principles, practices and techniques of case management.
Knowledge of program networking and management information systems.
Skill 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.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate efforts in the providing the full range of of paraprofessional level social work services to individuals, families, children and other beneficiaries of social welfare programs in conventional cases, and other work as assigned.

License/Certification Requirements:
Must possess a valid state driver's license and a valid 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***