THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0892111** Date Posted: **07/06/10**

POSITION NO: 946635 Closing Date **07/19/10**

CLASS CODE: 3704

POSITION TITLE: **Senior Social Worker**

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region

DEPARTMENT NO: 89 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS:
Days: Monday - Friday
Hours: 8:00 am - 5:00 pm

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

GRADE: N650A

SALARY:
$ 40,081.60 Per Annum
$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs work in accordance with established plans, policies and procedures within the framework of applicable federal, state and tribal laws; identifies and intervenes in high risk cases through consultation and direct services; maintains close relations with state, federal, tribal and other social services agencies to meet identified problems on the Navajo Nation; provides support, direction, guidance and assistance to case workers in the study, diagnosis and treatment of cases. Makes decisions and recommendations for agency actions; reviews reports to the court; supervises follow-up services; attempts to establish a therapeutic relationship with clients to find satisfactory ways of coping with their social situations and relationships; directs staff in making appropriate referrals, evaluates need of clients and assists in the development of social resources to meet their needs; makes periodic visits throughout assigned area, analyzes services and procedures as deemed necessary.

Provide home based counseling services; assess, evaluate and develop case plans with families to prevent further abuse/neglect and provide case management to meet program goals and objectives. Document case activities and manage case files. Attend weekly case staffings and meetings. Assist clients with application/forms, provide information and interpret guidelines, rules, regulations, procedures and eligibility requirements to clients and/or other concerned individuals. Schedule home visits for interview to obtain additional information and follow-up.

Receives, reviews, and screens applications, referrals and requests for social, health, and human services by interviewing, counseling and referring such requests to appropriate social service agencies and organizations and provide follow-up. Respond to correspondences or telephone calls regarding placement of children or other concerns regarding children who are in placement. Testify in court proceedings and prepare required progress reports to the courts. Consults and confers with social service agencies on a regular and as-needed basis for coordination of efforts and services.

Provide and submit monthly statistical data report(s) and client listing on a monthly and quarterly basis. Submit employment related documents per Navajo Nation Department of Personnel Policies and Procedures Manual.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Social Work; and

Experience:

three (3) years professional social service work experience under professional supervision; or a Master's degree in Social Work and one (1) year of professional social work experience under professional supervision. ***(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)***

Special Knowledge, Skills and Abilities:

Knowledge and skill of applying theories, principles, practices, and techniques of the social work field; the Tribal codes, court systems, and their applications; counseling and interviewing techniques; Navajo traditional customs; Skill in communicating effectively in both oral and written forms; establishing and maintaining effective interpersonal relationships with clients from cultural, economic and spiritual backgrounds; and skill in meeting documentation standards for social work agencies. Work involves extensive concentration on supervision and guidance of subordinate professional staff.

License/Certification Requirements:

Must pass a criminal background check and employee assessment 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: 1-15-99***