DUTIES AND RESPONSIBILITIES:
Accepts and completes all forms (telephone calls, written referrals, and office visits) of intake on children, adults, and elders of abuse, neglect, or exploitation. Will notify appropriate law enforcement agencies with criminal conduct referrals. Will make other community resource referrals when appropriate. Will ensure that all intakes are completed in a timely manner and forwarded to supervisor through electronic record. Be aware of priority listing on all intakes that are coming into the Department. Develops a collaborative networking relationship with community and support resources. Adhere to confidentiality of record and professional standards of ethics. Will attend staff meetings, trainings, and conferences as needed.

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.