THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0468007**	Date Posted:	**07/15/13**
POSITION NO:	242623	Closing Date:	**07/26/13**
CLASS CODE:	3703		
POSITION TITLE:	PRINCIPAL SOCIAL WORKER		
DEPARTMENT NAME:	DSS/Navajo Children and Family Services Program		
DEPARTMENT NO:	46	WORKSITE LOCATION:	Window Rock, AZ

WORKS DAYS/HOURS:		POSITION TYPE:		GRADE:	R67A
Days:	Mon-Fri	Permanent:	☑	SALARY:	
Hours:	8:00 am - 5:00 pm	Temporary:	☐	Duration:	$ 49,067.20
		Part-Time:	☐	No. of Hrs/Wk: 40	$ 23.59

DUTIES AND RESPONSIBILITIES:

Performs professional social work duties of considerable difficulty in the supervision of professional social workers; supervises Indian Child Welfare Act (ICWA) Unit staff by providing consultation, guidance and direction on an array of program related policies and procedures, e.g., case management, coordinate with state child welfare agencies, courts, and case count reporting; provides guidance & direction to staff to maintain a government-to-government working relationship related to the Intergovernmental Agreement (IGA), e.g., providing ICWA Expert Witness testimonies & attending case staffing on assigned ICWA cases; receives and reviews court reports, identifies case issues & provides proper direction to address cases; conducts case reviews to ensure proper case management services are rendered while adhering to program policies & procedures; conducts case staffing's with NN Department of Justice (NNDOJ) to address case management issues and to receive proper direction and guidance for case outcomes; conducts one-to-one or group case staffing on a consistent basis with staff members to ensure proper case management services are rendered to clients; applies & ensures tribal and program policies & procedures are followed by staff members, e.g. NNDSS Case Management Standards & Protocols, Navajo Children's Code, etc.; applies & ensures federal & state child welfare laws are following, e.g., ICWA, Adoption & Safe Families Act of 1997, etc.; identifies personnel issues/concerns and properly & diligently works to resolve them; addresses & follows through on personnel issues in accordance to the Personnel & Policies and Procedures Manual; maintains a caseload of ICWA cases by properly completing assessments, develops case plans, write court reports, attend court hearings, transport children and/or clients, conduct home visits for placement monitoring & coordination with state & federal agencies to ensure clientele are receiving appropriate services; abide by the NN Personnel Policies & Procedures Manual, the DSS Professional Standards, Ethics & Case Management Protocol and the NASW Social Work Code of Ethics; have knowledge and awareness of the Navajo traditional teachings, practices and apply to case management where appropriate and deemed necessary; research, develop & implement ICWA Unit policies & procedures by encouraging and soliciting feedback from subordinates in developments or changes to the overall unit operations; conduct annual employee appraisals; follows through on delegated duties & tasks on behalf of the Program Director; completes monthly, quarterly and year end narrative and statistical reports; be actively involved in the development of the overall program budget; conducts monthly staff meetings to address program initiatives, issues & planning developments; conducts program services/ICWA presentations to state and/or tribal agencies; presents funding needs & makes recommendations so funds are appropriately spent on a yearly basis.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Masters Degree in Social Work.

Experience:

Three (3) years of professional social service work experience; work involves extensive concentration on supervision and guidance of subordinate professional staff. ***Position requires a background check and suitability assessment prior to employment.***

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.

Special Knowledge, Skills and Abilities:

Professional knowledge in the theories, principles, practices and techniques of social work field; knowledge of tribal codes, court systems and their applications, knowledge of counseling and interviewing; knowledge of Navajo traditional customs; knowledge of applicable Tribal, federal, state & local laws, ordinances, statutes, rules, regulations, policies & procedures; skill in communicating effectively in both oral & written form, establishing & maintaining effective interpersonal relationships, preparing clear, accurate, & comprehensive case records; skill in analyzing data & drawing valid conclusions; in working independently with little supervision.

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***