

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15324307
POSITION NO: 946968
POSITION TITLE: _____

DATE POSTED: 07/19/22
CLOSING DATE: 08/30/2022 by 5 pm

DEPARTMENT NAME / WORKSITE: Department of Family Services/Kayenta, AZ

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| WORK DAYS: <u>Monday to Friday</u> | REGULAR FULL TIME: <input checked="" type="checkbox"/> | GRADE/STEP: <u>BQ65A</u> |
| WORK HOURS: <u>8 am to 5 pm</u> | PART TIME: <input type="checkbox"/> | NO. OF HRS./WK.: _____ \$ <u>49,318.56</u> PER ANNUM |
| SENSITIVE <input checked="" type="checkbox"/> | SEASONAL: <input type="checkbox"/> | DURATION : _____ \$ <u>23.62</u> PER HOUR |
| NON-SENSITIVE <input type="checkbox"/> | TEMPORARY: <input type="checkbox"/> | _____ |

DUTIES AND RESPONSIBILITIES:

Assesses assigned intakes of child maltreatment and initiates investigation according to priority levels. Responds to and investigates allegations of child abuse or/ and neglect, exploitation, identifies signs of child maltreatment, and makes a decision as to the merits of the allegations. If allegations are substantiated, take temporary custody of the children and serve the parent/ legal guardian/ custodian a temporary custody notice. Complete face to face interviews with children, witnesses, and family members. Conduct risk and safety assessments, family conferencing, NDSS application, release of information, and collects documents. Complete emergency home assessment. Transport children to relative or out of home placement, and completes required forms for children as needed. Writes and submits investigative summary to the Prosecutor's office within 3 days, if filing a dependency action. Ensure when children are placed, a medical clearance is obtained within 24 hours. Complete intervention procedures on each case, inclusive of all pertinent data within 30 days and prepare case for closure or transfer to case management. Participates in case staffing, multidisciplinary meetings, and child protection meetings. Coordinates with law enforcement in investigating severe abuse and sexual abuse cases. Testifies in court on findings with recommendations. Adheres to Navajo ABBA. Maintains confidentiality, i.e., Privacy Act and safeguard case records. Monitors cases that may not be filed as a dependency in court. Performs other duties appropriate to the assignment. Updates case narratives on a daily basis into the electronic case management system on a daily basis. Establish eligibility for each child taken into custody within 30 days. Submits licensed provider payments monthly. Prepares monthly statistical data. Use good verbal and written communication skills. Establish and maintain interpersonal relationships. Identify imminent safety and high risk factors and take assertive immediate action as needed. Counsels children and families in crisis situations. Maintain client database system, uploading documents, inputting & updating information and completing tasks by deadline given in the electronic system. All records must pass internal and external audits. Promotes the Child Wellbeing program and provides presentations to community stakeholders. Participate in trainings pertaining to abuse and neglect of children. Provides after hours on-call coverage and responds to emergencies. Must be able to provide adult and elder maltreatment investigation as needed. Physical requirements involve lifting, carrying of children and child car seats.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Social Work, Psychology, Counseling, Social Science or a closely related field; and three (3) years professional social work experience under professional supervision.

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 the theories, principles, practices, and techniques of the social work field; knowledge of the Tribal codes, court systems and their applications; knowledge of counseling and interview techniques; knowledge of Navajo traditional customs; knowledge of confidentiality and HIPPA regulations. Skill in communicating effectively in both oral and in writing; skill in applying professional social work principles, theories, concepts and techniques; skill in interacting with clients from various culture, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies. Fluent in both the Navajo and English languages. Knowledge and ability in computer literacy and proficient on software applications.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.