

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DSS15324376</u>	DATE POSTED:	<u>07/25/22</u>		
POSITION NO:	<u>940250</u>	CLOSING DATE:	<u>08/24/2022 by 5pm</u>		
POSITION TITLE:	<u>Principal Social Service Representative</u>				
DEPARTMENT NAME / WORKSITE:	<u>Department of Family Services/Tuba City, AZ</u>				
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>BQ62A</u>
WORK HOURS:	<u>8 AM to 5 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 38,836.80</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	<u>\$ 18.60</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

DUTIES AND RESPONSIBILITIES:

Performs professional social service work in the areas of adult and elderly protective services. Provides service that promotes self-determination and enhances welfare through the least restrictive alternative consistent with the needs of the client. Works closely with medical healthcare providers, law enforcement agencies, the judicial system, behavioral and mental healthcare agencies, and a wide range of community agencies to ensure continued safety from abuse, neglect, or exploitation of the adult or elderly who do not have the capacity to protect themselves. When necessary, providing short-term services which includes investigations for court services for adult or elderly legal guardianship petitions. Requires positive teamwork practices and flexibility in work schedule to meet the needs of the client.

Interviews clients, family, and professionals. Evaluates information with concerning indicators of mental health functioning, substantial risks of danger, and immediate danger. Assesses clients' support systems. Visits with clients regularly for ongoing assessment of client's needs and safety. Makes findings based on facts regarding incapacitation, dependency, and risk of danger. Responds to crisis situations to protect clients. Refers clients to appropriate services and resources. Negotiates for and coordinates services on behalf of the client. Advocates for service provision. Locates resources for placement in alternative living arrangements. Facilitates family conferences and family group conferences. Collects and compiles social case history. Works in collaboration with APS/DEPP case manager. Maintains accurate case records of assessment, activities, and plans. Writes summaries, reports, letters, and memorandums.

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.