

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0936857

Date Posted: 07/30/12

POSITION NO: 936895

Closing Date: 08/10/12

CLASS CODE: 3704

POSITION TITLE: SENIOR SOCIAL WORKER

DEPARTMENT NAME: Division of Social Services/WNRO

DEPARTMENT NO: 93 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: _____ POSITION TYPE: _____ GRADE: R65A

Days: Mon - Fri

Permanent:

SALARY: _____

Hours: 8:00am - 5:00pm

Temporary:

Duration: _____ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Conducts intake via telephone, written/verbal reports, and personal visits on all incoming referrals for Protective Services and other program services. Assess the need for immediate intervention, using set criteria defined in the response timeline. Pre-screen reports of children, adults and elders alleged to be victims of abuse, neglect, abandonment or exploitation to determine the level of priority response, to either document the intake as information/referral or refer and consult with Protective Services Supervisor for review, a formal decision and assignment. Ensure priority one and two referrals are reported to the local law enforcement agency via DPS referral form. Follow up to ensure the assigned child protective service worker conducts a prompt thorough and complete investigation; ensures all necessary and appropriate assessments are conducted; ensure the victim and/or family are referred to appropriate resources such as law enforcement, case management services, peacemaking court, mental health counseling, etc. for continued protection, safety and well being of the victim; and ensure victims and their families are provided education or counseling on preventive measures rehabilitation, or other special services to prevent reoccurrences of abuse and/or exploitation. Intake for other program services will be pre-screen and assess for referrals/reports and forwarded to appropriate program supervisor for assignment and further action such as financial assistance, specialty services to court. Complies with DSS Quality Assurance protocol to complete all required case management forms, document case activities and client progress. Participates in monthly case reviews with supervisor to ensure timely, professional, ethical and culturally-relevant client services. Submit caseload data and narrative reports to identify client/program needs, clinical assistance, and accomplishments during reporting period. Provide professional community presentation on prevention of adult abuse/neglect/exploitation.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree Social Work; and

Experience:

three (3) years experience in professional social service work under professional supervision; **or** a Master's degree in Social Work and one (1) year of professional social service 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 of the theories, principles and practices and techniques of the social work field; Navajo Nation Tribal Codes; Navajo Nation Court System/process; and their publications. Knowledge of counseling and interviewing techniques. Skills in communicating effectively in both oral and in writing. Must have skills in intervention, able to communicate with children, adult and elderly population in both Navajo and English.

License/Certification Requirements:

Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit

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