

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO:	DSS15324450	DATE POSTED:		08/01/22	
POSITION NO:	924972	CLOSING DATE:		08/29/2022 by 5 pm	
POSITION TITLE:	<b>Senior Social Worker (2 Positions)</b>				
DEPARTMENT NAME / WORKSITE:	NDSS/ Department of Family Services / Tuba City, AZ				
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	BQ65A
WORK HOURS:	8 AM to 5 PM	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	\$ 49,318.56 PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>	DURATION :	\$ 23.62 PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Responsible for assessing, identifying and documenting case of child abuse or neglect and finding the appropriate services to enhance child's safety. Must be able to identify immediate threats made to a child and provide arrangements that comply with the Navajo Nation Alcini bi beehaz anni (ABBA). These duties may include, but not limited to, advocating and making referral to appropriate agency for the child(ren) and parents/guardians; serves temporary custody notice when the child(ren) are not safe in the home and placement is the only option for their safety; files child protective service investigation with the Navajo Nation Office of the Prosecutor in Substantial Child Abuse and Neglect Report within 48 hours; places child(ren) in a safe and risk-free environment; complies with ICWA placing preference; adheres to Navajo Nation ABBA. Maintains confidentiality, i.e., Privacy Act and safeguard case records. Maintains detail record and extensive documentation, prepares specialized reports, and composes correspondence. 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. Prepares required reports and documentation; provides technical advice and guidance to staff; cooperates and coordinates with all resources in planning and implementing services; Transport client to placements, hospitals, and visitation for families; Attends court, testifies in courts and coordinates case with attorneys; Provides after hours on-call coverage and responds to emergencies; attends case staffing, staff meetings, trainings, and conferences.

**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 service work experience under professional supervision.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(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:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Incumbent must obtain Food Handlers Permit and 1st Aid; Cardiopulmonary Resuscitation (COR); Automated External Defibrillator (AED) within 90 days of hire. 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. Willing and able to learn how to use the case management database. Work effectively with Law Enforcement officials, and other professionals. Ability to work independently and with limited supervision while enforcing established policies and procedures. Learn and adhere to Division and Department policy.

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