THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0889067**	DATE POSTED:	**08/11/14**
POSITION NO:	**925117**	CLOSING DATE:	**08/25/14**
POSITION TITLE:	**Principal Social Worker**		
DEPARTMENT NAME / WORKSITE:	**DSS/Department of Family Services/NN ALTCS/Chinle, AZ**		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	Y67A
WORK HOURS:	8 am to 5 pm	PART TIME:	☐	NO. OF HRS./WK.: _____	$ 50,544.00	PER ANNUM
		SEASONAL:	☐	Duration:	$ 24.30	PER HOUR
		TEMPORARY:	☐	_____		

DUTIES AND RESPONSIBILITIES:

Supervises NN AZ Long Term Care Systems subordinate staff by planning, scheduling, coordinating, and reviewing the delivery of social, case management, and related services; receives and reviews statistical field reports; analyzes staff's performance and the effectiveness of delivery of services; identifies problem areas and recommends alternatives and modifications. Conducts random supervisory audit of cases to monitor NN ALTC services. Schedules field visits to inspect facilities and equipment and to determine work progress; prepares required reports; participates in budget preparations; collects, receives, analyzes and compiles field reports and prepares them for transmittal to the central office; plans and coordinates activities with other social service agencies; provides for the maintenance, security, inventory and physical controls of records, materials, supplies, equipment and facilities. Coordinate with other resources and be able to act as a liaison between protective services and NN ALTCS with any situation that would involve abuse or neglect of elders.

Interprets rules, regulations, policies, procedures and directives; provides information and technical assistance to chapters and communities; provides advice and instruction to staff; exercises supervision over and assigns tasks to assigned staff. Attends staff meetings, cooperates and coordinates with resources in planning and implementing services to clientele. Prepares and presents in-service training orientation and preventive education to staff and client populations reviews and screens incoming referrals and performs case assignments to case managers; participates in case staffing.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Requirements:

- A Master's degree in Social Work and three (3) years of professional human service work experience.

Preferred Requirements:

- Two (2) years of supervisory experience.
- Possess a License Independent Social Worker (LISW), Licensed Clinical Social Worker (LCSW), Licensed Independent Clinical Social Worker (LICSW), or Licensed Master Social Worker (LMSW)
- Proficient in Microsoft Office Software or other computer applications.

(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 employment application.)

Special Knowledge, Skills and Abilities:

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

Special Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

A favorable background investigation is required.

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