THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS09110659	DATE POSTED:	08/24/15
POSITION NO:	931509	CLOSING DATE:	OUF
POSITION TITLE:	Senior Social Worker		
DEPARTMENT NAME / WORKSITE:	DSS / Department of Family Services / Shiprock, NM		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB65A
WORK HOURS:	8 am to 5 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 44,054.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 21.18	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Responsible for assessing, identifying and documenting cases 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 Alchíní Bí Beehaz áanii (ABBA). These duties may include, but not limited to, advocating and making referral to appropriate agency for the children and parents/guardian; serves temporary custody notice when the children 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 children 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.

Prepares required reports and documentation; provides technical advice and guidance to staff; cooperates and coordinates with all resources in planning and implementing services; attends case staffing, staff meetings, training and conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A bachelor's degree in Social Work; and three (3) years professional social service work experience under professional supervision.

Preferred Qualifications:

- A Master's degree in Social Work.
- Proficient in Microsoft Office software or other computer applications.
- Licensed Independent Social Worker (LISW)

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:

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. Skills 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 cultural, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies. Fluency in both the Navajo and English languages.

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