

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0936976

Date Posted: 08/27/12

POSITION NO: 940888

Closing Date: 09/10/12

CLASS CODE: 3707

POSITION TITLE: Senior Social Services Representative

DEPARTMENT NAME: Navajo Division of Social Services/WNRO

DEPARTMENT NO: 93 WORKSITE LOCATION: Kayenta, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R60A

Days: M-F

Permanent:

SALARY:

Hours: 8:00 am - 5:00 pm

Temporary:

Duration: _____ \$ 26,956.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 12.96 Per Hour

Receives referrals for financial services and initiates all DSS application forms for the services being requested. Identifies, collaborates and coordinates specific approved service provider regarding admission and/or discharge of clientele; communicate with sub-contractors regarding service timeframe, costs, transportation, etc.

Establishes and maintains client case records; directs and participates in intake and client assessment procedures; ensure that all required information is obtained and properly documented. Develops individual case plans in compliance with the financial assistance requirements for P.L. 93-638 Contract services; revises, reassess, recertify case plan every 6 months gathers information and develops social summary through periodic case staffing. Work with the court system and make recommendations on legal alternatives within the guidelines and objectives of program policies.

Provides required statistical reports; ensures that cases record is consistently in compliance and available for client review/audit; maintains good communication with the service providers and child protective services and/or be a part of multidisciplinary team. Participate in aftercare activities with appropriate service agencies, health program or facility; and close case records upon completion of services. Provides and arranges for appropriate crisis intervention services, i.e., on-call schedules for protective services; and conducts related duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Sociology, Social Work, Psychology, or related field; and

Experience:

three (3) years experience in providing social service to disadvantaged clientele; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training applicant must submit copies of copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of resources, treatment facilities, and educational programs available to clients. Knowledge of a para-professional nature of the theories of human behavior. Skills in dealing with clients. Knowledge of Navajo Nation Childrens Codes, court systems. Skills in interacting with people from multiple culture, social background and spiritual beliefs. Skills in preparing reports.

License/Certification Requirements:

Valid Driver License and ability to obtain a Navajo Nation Tribal permit within 90 days of employment; must pass a criminal background check and employee assessment prior to employment.

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