

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0892381

Date Posted: 08/30/10

POSITION NO: 946635

Closing Date 09/13/10

CLASS CODE: 3704

POSITION TITLE: Senior Social Worker

DEPARTMENT NAME: Division of Social Services - Eastern Navajo Region

DEPARTMENT NO: 89 WORKSITE LOCATION: Crownpoint, New Mexico

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N650A

Days: Monday - Friday Permanent: SALARY:

Hours: 8:00 am - 5:00 pm Temporary: Duration: \$ 40,081.60 Per Annum

Part-Time: No. of Hrs/Wk: 40 \$ 19.27 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs work in accordance with established plans, policies and procedures within the framework of applicable federal, state and tribal laws; identifies and intervenes in high risk cases through consultation and direct services; maintains close relations with state, federal, tribal and other social services agencies to meet identified problems on the Navajo Nation; provides support, direction, guidance and assistance to case workers in the study, diagnosis and treatment of cases. Makes decisions and recommendations for agency actions; reviews reports to the court; supervises follow-up services; attempts to establish a therapeutic relationship with clients to find satisfactory ways of coping with their social situations and relationships; directs staff in making appropriate referrals, evaluates need of clients and assists in the development of social resources to meet their needs; makes periodic visits throughout assigned area, analyzes services and procedures as deemed necessary.

Maintains liaison with community groups; explains available services; provides technical advice and guidance and promotes group and community activities; attends conferences, community groups and chapter meetings relative to social work services; prepares required reports and documentation; provides planning, organizing and directing the delivery of specialized child care services, involving foster care, substitute care services and permanency planning of children. Provides technical assistance to staff to ensure appropriate case management; conducts period case staffing; determine eligibility in accordance with applicable policies and requirements; cooperates and coordinates all resources in planning and implementing services.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's Degree in Social Work or Master's Degree in Social Work *(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)*

Experience:

three (3) years of professional social service work experience under professional supervision with a Bachelor's Degree; or one (1) year of professional social work experience under professional supervision with Master's Degree.

Special Knowledge, Skills and Abilities:

Knowledge and skill of applying theories, principles, practices, and techniques of the social work field; the Tribal codes, court systems, and their applications; counseling and interviewing techniques; Navajo traditional customs; Skill in communicating effectively in both oral and written forms; establishing and maintaining effective interpersonal relationships with clients from cultural, economic and spiritual backgrounds; and skill in meeting documentation standards for social work agencies. Work involves extensive concentration on supervision and guidance of subordinate professional staff.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Navajo Nation Vehicle Operator's Permit (to be obtained upon 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