

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

REQUISITION NO:	<u>DOH04312502</u>	DATE POSTED:	<u>09/12/16</u>		
POSITION NO:	<u>243417</u>	CLOSING DATE:	<u>09/23/16</u>		
POSITION TITLE:	<u>Social Worker</u>				
DEPARTMENT NAME / WORKSITE:	<u>DOH/Navajo Area Agency on Aging, Window Rock, AZ</u>				
WORK DAYS:	<u>Mon-Fri</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>AB63A</u>
WORK HOURS:	<u>8-5 PM</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>37,065.60</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	DURATION :	<u>17.82</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Under the supervision of the Health Services Administrator; plans, develops and coordinates the activities of the Dine' Elder Protection Program. Establishes partnership with programs and organizations, such as Social Service, Legal Service, Law Enforcement, and Department of Justice to address the protection of older adults. Identifies resources such as shelter placement, power of attorney, guardianship, wills, counseling, medical referral, protection against neglect, abuse and exploitation. Conducts an assessment of cases reported, makes referral to appropriate programs, and conducts follow-ups. Provides education and training to Senior Center staff and communities on prevention of elder abuse, procedures for referrals, signs of abuse, neglect and exploitation. When requested, provides written and oral reports to Navajo Nation Council and Standing Committees. Coordinates and attend meetings with the States of Arizona, New Mexico, and Utah on Elder Abuse issues.

**Minimum Qualifications:**

- A Bachelor's Degree in Social Work, Human Services, Counseling or a closely related field; and one (1) year of professional social work experience under professional supervision.

**Special Requirements:**

- A favorable background investigation. *(If selected for the position, tribal, federal, and state background checks must be completed prior to employment at the applicant's expense.)*
- Possess a valid state drivers' 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:**

Effective writing and public speaking skills. Although not required, understanding and speaking the Navajo language may be necessary at times.

<<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.**