THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS08914374** DATE POSTED: **09/18/17**

POSITION NO: 942195 CLOSING DATE: **OUF**

POSITION TITLE: Social Worker

DEPARTMENT NAME / WORKSITE: Department of Family Services/Gallup, NM

WORK DAYS: Monday-Friday

WORK HOURS: 8 a.m. to 5 p.m.

REGULAR FULL TIME: ☑ GRADE/STEP: AB63A

PART TIME: ☐ NO. OF HRS./WK.: $ 37,065.60 PER ANNUM

SEASONAL: ☐ DURATION : $ 17.82 PER HOUR

TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Provides protection of abused, neglected, abandoned, and at risk children and their families. Provides specialized, complex professional investigations and assessments for families in Child Protective Services in accordance with Alchini Bi Beehas Annii Action of 2011 (ABBA) and Policy and established investigative, casework, and counseling principles. Collaborates closely with law enforcement, Judicial branch and appropriate social services agencies. Receives, reviews and screens reports of abuse, neglect, abandonment of children, adults and elders to determine validity of report by interviewing the alleged victim. Provides crisis counseling, develops case planning with families and provides case management services to meet the goals and objectives. Assists by providing support to families; provides group and individual parenting skill classes/instructions. Refers to appropriate agencies, organization and provides necessary follow up; assist clients with applications and forms, provides information and interprets guideline, rules, regulations, procedures and eligibility requirements to clients and others concerned; schedules home visits for interview to obtain additional information and follow up. Facilitates the processing of application and delivery of services if necessary; consults and confers with social services agencies on a regular basis for coordination of efforts and services, transport clients, assists with identifying social services conference, seminars and workshops; documents case activities and manages case files; provides technical assistance and information; prepares required reports and data collection. Attends case staffing and meetings; testifies in court proceedings and prepares reports to the courts.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

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.
- 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 interviewing techniques; knowledge of Navajo traditional customs; knowledge of applicable federal, state and local news, rules, regulations, policies an procedures. Skill in communicating effectively both orally and in writing; skill in the use of both Navajo and English languages; skill in applying professional knowledge, techniques and judgment in the work situation; skill in applying judgment in the release of confidential information; skill in interacting with clients from various cultural, economic and spiritual backgrounds; skill in analyzing data and drawing valid conclusions.

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