

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15320056 DATE POSTED: 09/16/20
POSITION NO: 244304 CLOSING DATE: 09/29/20
POSITION TITLE: **Resident Caseworker (3 Positions)**
DEPARTMENT NAME / WORKSITE: Department of Family Services / Blanding, Utah
WORK DAYS: Shift hours REGULAR FULL TIME: GRADE/STEP: BC60A
WORK HOURS: Shift hours PART TIME: NO. OF HRS./WK.: \$ 30,638.40 PER ANNUM
SENSITIVE SEASONAL: DURATION : \$ 14.73 PER HOUR
NON-SENSITIVE TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Principal Victim and Witness Advocate, the shelter Resident Caseworker is responsible for providing support and safety to victims of domestic violence and sexual assault, including their dependents in the 24/7 shelter. The Resident Caseworker monitor the shelter 24/7, and work is performed in a residential shelter setting. Performs administrative duties such as answering phones, taking messages, sending and receiving correspondence, and greeting customers and clients. Conduct intakes within 1 hour of a client entering the shelter. Conduct shelter orientation to clients within 24 hours entering shelter (shelter guideline, fire safety plan, room rules, cooking rules. Assures all intake is entered onto the electronic database. Admit the client to the assigned room. Provide client services such as monitor statistics on the client case-related; document according to funding sources requirement. Maintain accurate detail log, shift report, client, files using an electronic database. Review and monitor daily log for communication with coworkers regarding the client's progress. Provide crisis intervention information and referral. Responsible for keeping the shelter clean and safe. Assist with groceries shopping for the shelter. Enforce and follow Navajo Nation, Department of Family Services, and Shelter policies. Maintain strict client confidentiality of client files. Observed the privacy of clients. Perform and coordinate quarterly and annual safety drills according to shelter, state, tribal, county, and city guidelines. Assist the client with filing a Protection Order. Coordinate and conduct children & adult group activities—provided input to clients' treatment and services. Perform First Aid CPR when needed. Communicate and collaborate with staff members, attorneys, caseworkers, social workers, court personnel, police department, and hospital personnel. Monitor client and their dependence. Supervise shelter facility activities to ensure safety for clients. Intervene during parents' or children's behavior becomes unsafe. Routinely monitor and perform security and safety checks throughout the building. Assist with the daily living needs of shelter residents. Address emergency issues as they arise—reports any hazards incident to supervisor for immediate attention. Provide referrals to appropriate resources. Assist with transporting clients to the hospital, court, and other agencies as required. Perform minor clean up duties as required; disinfecting toys. Positivity promotes Teamwork and coordination with a coworker. Attended and participate in monthly, quarterly staff meetings, development training, required training, and others. Ensures all visitors, clients, and employees are treated with respect and dignity. Maintain professionalism at all times, according to the Navajo Nation Personnel Policies Manual among clients and their dependents. Essential position.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) year of experience in a shelter home, as a counselor, or an advisor in crisis intervention, or closely related work; and one (1) year of administrative experience; or an equivalent combination of education and experience

Special Requirements:

- Possess a valid state driver's license.
- A favorable background investigation.

(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:

Strong crisis intervention and advocate skills, knowledge of local community resources. Ability to deal with emotional issues and be able to listen well. Skill in applying judgment in the release of and safeguarding confidential information. Knowledge of applicable tribal, federal, state, local laws, ordinances, statutes, rules, regulations, policies and procedures. Skill in workload management.

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