

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	<u>DSS04621907</u>	DATE POSTED:	<u>10/06/21</u>
POSITION NO:	<u>942853</u>	CLOSING DATE:	<u>10/19/2021 by 5pm</u>
POSITION TITLE:	<u>Senior Social Worker</u>		
DEPARTMENT NAME / WORKSITE:	<u>Navajo Indian Child Welfare Act Program / St. Michaels, Arizona</u>		
WORK DAYS:	<u>8 am - 5 pm</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/> GRADE/STEP: <u>BQ65A</u>
WORK HOURS:	<u>Monday - Friday</u>	PART TIME:	<input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>49,318.56</u> PER ANNUM
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/> DURATION : _____ \$ <u>23.62</u> PER HOUR
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/> _____

DUTIES AND RESPONSIBILITIES:

The social worker is responsible for monitoring and managing Indian Child Welfare Act of 1978 court cases involving Navajo children and parents. Social worker is responsible for coordinating and collaborating with tribal and state representatives to ensure provisions of the Indian Child Welfare Act of 1978 is applied throughout the child custody proceeding. Social worker attends and testifies in court hearings, family-team meetings, and case staffing on and off the Navajo Nation. Social worker is responsible for maintaining regular contacts via telephone calls, electronic mail correspondence, and letters/memorandums with all parties involved in the case and properly documenting all contacts made. Social worker will be preparing and completing necessary reports (i.e. home studies/home assessments, home visit reports, court reports, legal memorandums, case summaries, referrals, monthly and quarterly reports and special reports) as requested by management. Social worker conducts relative searches on and off the Navajo reservation and completes a thorough psycho-social home studies on potential relative placement. Social worker assists with coordination and collaboration with local and state resources to ensure the needs of the Navajo children and parents are met. Social worker will schedule and conduct monthly home visits where Navajo child is placed and complete a home visit report. Social worker may transport clients and will travel. The social worker may perform other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Social Work, Human Services, Counseling or a closely related field and three (3) years professional social service 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:

Professional knowledge of theories, principles, practices and techniques of social work field; knowledge of the Indian Child Welfare Act of 1978, Navajo Nation Tribal codes, knowledge of counseling and interviewing techniques; knowledge of Navajo traditional customs; skills in communicating effectively in both oral and in writing; skills in interacting with clients from various cultural, economic and spiritual backgrounds; skills in meeting documentation standards for social work agencies; ability to perform complex & specialized casework services with considerable independence. Ability to communicate the Navajo language is preferred but not required.

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