

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DSS15321910</u>	DATE POSTED: <u>10/06/21</u>	
POSITION NO: <u>242105</u>	CLOSING DATE: <u>10/19/2021 by 5pm</u>	
POSITION TITLE: <u>Social Worker (2 positions)</u>		
DEPARTMENT NAME / WORKSITE: <u>Navajo Indian Child Welfare Act Program / St. Michaels, Arizona</u>		
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BQ63A</u>
WORK HOURS: <u>8:00am-5:00pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>41,488.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>19.87</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. The social worker will coordinate and collaborate with tribal and state representatives to ensure provisions of the Indian Child Welfare Act of 1978 is applied throughout the child custody proceeding. The social worker assists with coordination and collaboration with local and state resources to ensure the needs of the Navajo children and parents are met. The social work will attend court hearings, family-team meetings, and case staffing. The social worker is responsible for maintaining regular contact via telephone calls, electronic mail correspondence, and letters/memorandums with all parties involved in the case and properly documenting all contacts made. The social worker will assist with conducting a thorough psycho-social home study for placement of Navajo children with parent(s), relative(s), or Navajo tribal member residing on and off the Navajo Nation. The social worker will be preparing and completing necessary reports (i.e. home visit reports, court reports, legal memorandums, case summaries, referrals, monthly and quarterly reports and special reports) as requested by management. 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 one (1) year of professional social work experience under professional supervision.

Special Requirements:

- A favorable background investigation.
- Possess a valid driver's license. Obtain Navajo Nation Vehicle Operators permit within 90 days of hire.

(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 methods of Social Work; knowledge of the Indian Child Welfare Act of 1978; Navajo Nation Tribal codes; Navajo cultural and tradition customs surrounding child rearing practices; knowledge of counseling and interviewing techniques; strong oral and written communication skills; knowledge and experience in working with clients from various cultural, economic and spiritual backgrounds. 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.