

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS04621911

DATE POSTED: 10/06/21

POSITION NO: 242107

CLOSING DATE: 10/19/2021 by 5pm

POSITION TITLE: Caseworker

DEPARTMENT NAME / WORKSITE: Navajo Indian Child Welfare Act Program / St. Michaels, Arizona

WORK DAYS: Mon - Fri REGULAR FULL TIME: GRADE/STEP: BQ57A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 25,243.92 PER ANNUM

SENSITIVE SEASONAL: DURATION : _____ \$ 12.09 PER HOUR

NON-SENSITIVE TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Duties include a high public contact via telephone, fax and correspondence with various tribal, federal and state social service agencies. Conducts assessment on referrals from tribal and state social service agencies through contact with ICWA social workers in a timely manner based on established timelines, i.e. case file set up, gathering of necessary case information, completion of ICWA application for services, update child tracking forms, make contact with potential relatives on possible placement through telephone contacts and/or correspondence, one to one contact with clients and social workers; completes follow up on assigned cases pending closures, contact with clients and state social workers, schools, courts and hospitals. Completes case narratives with each contact made utilizing ICWA forms and providing support to coordinate smooth transition of referrals with assigned social worker, assists the social worker in the development and maintenance of case files for each child referred. Draft court reports and social summaries for social workers for their review and finalization; coordinates transition of referrals with assigned social worker, state social worker, court staff and other to ensure an effective and smooth transition from the assignment of cases to assisting in the provision of services to all eligible children via telephone and correspondence; assists the social workers with home visits for the purpose of obtaining confidential information relating to the case. Maintains the list of active case files , organizes and maintains active case files; utilizes sound judgement and problem solving applications to maintain an efficient ICWA case registry by input of data into the computer on a monthly/ quarterly/ annual basis. Assist the ICWA staff in all areas of general public on ICWA policies, the adoption process and reporting of child abuse/neglect when social workers are unavailable; assists in transporting of children, parents or state social workers on a needed basis in the absence of clerical staff, provides support services to the ICWA staff. Makes referrals to other tribal programs, attends conferences, workshops, staff meetings and case staffing's.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and one (1) year experience providing social services and human services; or an equivalent combination of education and experience.

Special Requirements:

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

Knowledge of the Indian Child Welfare Act of 1978 and Navajo Nation Tribal codes. 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.