THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0937079** Date Posted: **10/08/12**

POSITION NO: 940893 Closing Date: **10/19/12**

CLASS CODE: 3706

POSITION TITLE: Principal Social Service Representative

DEPARTMENT NAME: Division of Social Services/WNRO

DEPARTMENT NO: 93 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS:

Days: M-F

Hours: 8:00am - 5:00 pm

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration:

Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R62A

SALARY:

$ 32,073.60 Per Annum

$ 15.42 Per Hour

DUTIES AND RESPONSIBILITIES:

The encumbent reviews Foster Care applications and schedules a home visit with applicants to initiate application process, interviews applicants to gain a full history of the family's demographics and supplemental documents, provides a home-based orientation to applicants on Foster Care policies, procedures, and regulations. Develope an individualized case plan with goals, objectives, document client activities, case reviews, staffing and consultations using the Narrative Plan and Plan (NAP) format. Attends Foster Care Review Board Hearings as scheduled and submit full report of meetings to the Regional Office. Demonstrates and understands the need to coordinate services for the benefit of Foster families and supports the efforts by consistent and personal communication with service providers/resources on a monthly basis. Conducts referrals to law inforecement offices to gain finger printing and criminal reference checks, the Division of Environmental Health for sanitation permit issuance and Food Handlers' permit, Division of Resources for animal control regulation and the Navajo Fire Department for fire and safety regulations. Conducts monitoring and evaluation of licensure and contract compliance with foster families, provides home-base consultation and support services to foster families.

Demonstrates knowledge of DSS Policies & Procedures outlined in the DSS Manual, PL 93-638 Contract, Title XX Contracts, NN Children's Code, Quality Assurance Standards Manual, NN Case Management Standards by understanding, promoting and supporting the DSS Program Goals and Objectives in a professional and ethical manner.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Human Services, Socialogy, Social Work, Psychology or related field;

Experience:

Three (3) years experience providing counseling to disadvangated clientele; or an en equivalent combination, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of resources, treatment facilties, and educational programs available to clients. Knowledge of a para-professional nature of the theories of human behavior. Skills in dealing with clients. Knowledge of Navajo Nation Childrens Codes, court systems. Skills in interacting with people from multiple culture, social background and spiritual beliefs. Skills in preparing reports.

License/Certification Requirements:

Must possess a valid state driver's license and obtain a Navajo Nation Vehicle Operator's permit within 90 days of employment; must pass a criminal background check prior to employment.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***