THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0462505** | Date Posted: **10/11/10**

POSITION NO: 242105 | Closing Date: **10/22/10**

CLASS CODE: 3705

POSITION TITLE: **Social Worker, ICWA Unit**

DEPARTMENT NAME: Navajo Children and Family Services Program

DEPARTMENT NO: 46 | WORKSITE LOCATION: St. Michaels, Arizona

WORKS DAYS/HOURS:
Days: MON - FRI
Hours: 8:00 am - 5 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: N630A

SALARY:
$ 33,737.60 Per Annum
$ 16.22 Per Hour

DUTIES AND RESPONSIBILITIES:

The incumbent will receive new case assignments on a monthly basis, provide case management and support services to families and children; completes intakes, conducts assessments and determines program service eligibility; writes correspondence to clients, State Social Workers, Social Service agencies and other entities; documents daily case activities by making phone contacts to clients, services providers and narrate these activities; testifies as an expert witness on behalf of NCFS telephonically or in person; prepares court reports; develops initial and revised case plans for families; develops initial and revised Navajo Department of justice reports; coordinates services with Navajo Department of Justice and State Social Workers; assesses and completes home studies for immediate placement of child(ren) with identified relatives; coordinates with Navajo Department of Justice on active cases to receive guidance on legal issues; completes affidavits to request for legal intervention and/or transfer of jurisdiction; provides program service information and information on the Indian Child Welfare Act of 1978; coordinates with the NN Foster Care program in licensing a relative home for placement of children; coordinates with families at the Regi

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's Degree in Social Work, Human Services, Counseling or closely related field; or a Master's Degree is fully qualifying. **(to receive full credit for education, training and experience applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

(1) one year of professional social work experience under professional supervision.

Special Knowledge, Skills and Abilities:

Basic knowledge of social work theories land practices, child protective services and child development; knowledge of the Social Work Code of Ethics, ICWA of 1978, ASFA of 1997 and Navajo Children's Code; able to speak the Navajo language.

License/Certification Requirements:

Must possess a valid state drivers license; within 90 days of employment, must obtain a satisfactory criminal background check.

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***