THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0562490** | Date Posted: **10/11/10**

POSITION NO: 937836 | Closing Date: **10/22/10**

CLASS CODE: 3703

POSITION TITLE: **Principal Social Worker**

DEPARTMENT NAME: DIVISION OF SOCIAL SERVICES / Executive Administration-Quality Assurance Office

DEPARTMENT NO: 56 | WORKSITE LOCATION: WINDOW ROCK, ARIZONA

WORKS DAYS/HOURS:
Days: MON. - FRI.
Hours: 8 AM - 5 PM

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration: Full Time
No. of Hrs/Wk: 40

GRADE: N670A

SALARY:
$ 47,361.60 Per Annum
$ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs program evaluations, conducting assessments of contract requirements and quality assurance responsibilities, utilizing the continuum of services model. Plans, schedules, coordinates and reviews the delivery of social and related services. Receives and reviews statistical field reports; analyzes staff performance and the effectiveness of delivery of services. Identifies problem areas and recommends alternatives and modifications. Participates in budget preparations. Provides training relative to case management activities, counseling, case documentation and narratives. Provides guidance on client grievances, assessments. Audits and monitors respective program files and records throughout the Division; ensuring compliance with Federal, State, Tribal, guidelines and contract requirements. Assists in case staffing. Attends meetings; prepares variety of reports and findings.

QUALIFICATION REQUIREMENTS:

Education and Training:

Masters Degree in Social Work, and **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

Three (3) years of professional social service work experience.

Special Knowledge, Skills and Abilities:

Knowledge of the theories, principles, practices and techniques of the social work field. Knowledge of the NN Tribal codes, court systems, and their applications. Knowledge of counseling and interviewing techniques. Knowledge of Navajo traditional customs. Knowledge of applicable Tribal, Federal, State and local laws, ordinances, statutes, rules, regulations, policies and procedures. Skill in communicating effectively in both oral and written forms. Skill in analyzing data and drawing valid conclusions. Skill in preparing clear, accurate, and comprehensive case records.

License/Certification Requirements:

Valid State Drivers License, Preferred. Ability to obtain a NN Motor Vehicle Tribal Permit within the 90 day introductory period.

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***