

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0912495

Date Posted: 10/11/10

POSITION NO: 943812

Closing Date: 10/22/10

CLASS CODE: 3706

POSITION TITLE: Principal Social Service Representative

DEPARTMENT NAME: Division of Social Services

DEPARTMENT NO: 91 WORKSITE LOCATION: Shiprock, NM

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N620A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8:00 a.m. - 5:00 p.m.

Temporary:

Duration: _____ \$ 30,950.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.88 Per Hour

DUTIES AND RESPONSIBILITIES:

INTAKE: Receives, reviews, monitors and screens applications, referrals and requests for social, health and related services. Interviews and refers requests to appropriate social services with follow-ups. **CASE MANAGEMENT:** Responsible for the case planning and elder protection services as prescribed. Contacts clients to assess, interview and monitor client status. Obtains necessary forms with client's signature. Review case activities. Counsels elder clients in resolving crisis situations. Establish a therapeutic relationship with Navajo elderly to find ways of coping with their social situation. Conducts home visits, complete narratives, case plans, and participates in MDT staffings. Assists with medical consultations, shelter planning, and coordination with collateral agencies for appropriate elder services. Completes protection orders, prepares court reports, and testifies on behalf of the client. Recommends client power of attorney and guardianships where necessary. **ADVOCATES:** Assists clients in legal protective services within the program scope of work. Advocates and works as a liaison for elders. Obtains information and assures resource availability for client's care, health, safety, and well-being.

ADMINISTRATIVE: Prepares monthly reports, statistical data and correspondence. Attends meetings and trainings. Reports and maintains record keeping of all case management activities and timelines as prescribed by the Division of Social Services Case Management Protocol. Provide public information, education and prevention to the general public.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Human Services, Sociology, Social Work, Psychology, or Related Field; and **(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)**

Experience:

Three (3) years experience providing counseling to disadvantaged clientele; OR an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of elderly care issues; knowledge of the principles and practices of social work; knowledge of interviewing techniques and special methods used in interviewing clients; knowledge of interrogation tactics; knowledge of the principles and practices of social services. Skill in interviewing; skill in developing the trust and confidence of the elderly; skill in case management; and skill in crisis intervention. Must be fluent in the Navajo language due to targeted population. Interview questions will be asked in English and applicant must respond in the Navajo language.

License/Certification Requirements:

Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit. No
DWI's in the last 3 years (tribal or state); Original State Driving Record required at applicant's own expense; Original Criminal/ Traffic Record required from Navajo Department of Law Enforcement, Toyei, Ganado, Arizona, at applicant's own expense; State of Residency Criminal History Background Check and Fingerprinting Check required at applicant's own expense due to nature of job duties in working with children and as a tribal program it is a requirement to comply with existing federal laws: P.L. 101-630 (The Indian Child Protective & Family Violence Prevention Act of 1990; P.L. 01-647 (Crime Control Act, Child care worker - Employee Background Checks of 1990).

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