THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS15320198	DATE POSTED:	10/21/20
POSITION NO:	933014	CLOSING DATE:	11/10/20
POSITION TITLE:	Social Worker		
DEPARTMENT NAME / WORKSITE:	NDSS/ Department of Family Services /Tuba City, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑	GRADE/STEP:	BC63A
WORK HOURS:	8 AM to 5 PM	PART TIME:	☐ NO. OF HRS./WK.:	$ 38,958.40	PER ANNUM
SENSITIVE	☑	SEASONAL:	☐ DURATION :	$ 18.73	PER HOUR
NON-SENSITIVE	☐	TEMPORARY:	☐		

DUTIES AND RESPONSIBILITIES:

Assesses assigned intakes of child maltreatment and initiates investigation according to priority levels. Responds to and investigates allegations of child abuse or/ and neglect, exploitation, identifies signs of child maltreatment, and makes a decision as to the merits of the allegations. If allegations are substantiated, take temporary custody of the children and serve the parent/ legal guardian/ custodian a temporary custody notice. Complete face to face interviews with children, witnesses, and family members. Conduct risk and safety assessments, family conferencing, NDSS application, release of information, and collects documents. Complete emergency home assessment. Transport children to relative or out of home placement, and completes required forms for children as needed. Writes and submits investigative summary to the Prosecutor's office within 3 days, if filing a dependency action. Ensure when children are placed, a medical clearance is obtained within 24 hours. Complete intervention procedures on each case, inclusive of all pertinent data within 30 days and prepare case for closure or transfer to case management. Participates in case staffing, multidisciplinary meetings, and child protection meetings. Coordinates with law enforcement in investigating severe abuse and sexual abuse cases. Testifies in court on findings with recommendations. Monitors cases that may not be filed as a dependency in court. Performs other duties appropriate to the assignment. Updates case narratives on a daily basis into the electronic case management system on a daily basis.

Establish eligibility for each child taken into custody within 30 days. Submits licensed provider payments monthly. Prepares monthly statistical data. Use good verbal and written communication skills. Establish and maintain interpersonal relationships. Identify imminent safety and high risk factors and take assertive immediate action as needed. Counsels children and families in crisis situations. Maintain client database system, uploading documents, inputting & updating information and completing tasks by deadline given in the electronic system. All records must pass internal and external audits. Promotes the Child Wellbeing program and provides presentations to community stakeholders. Participate in trainings pertaining to abuse and neglect of children. Provides after hours on-call coverage and responds to emergencies

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Social Work, Human Services, Counseling or a closed related field; and one (1) year of professional social work experience under professional supervision.

Special Requirements:

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

(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 theories, principles, practices, and techniques of the social work field, knowledge of the Tribal codes, court systems, and their applications; knowledge of counseling and interviewing techniques; knowledge of Navajo traditional customs. skilled in communicating effectively in both Navajo and English languages; skilled in applying professional knowledge, techniques and judgment in the work situation; skilled in interacting with clients from various cultural, economic and spiritual backgrounds; skilled in analyzing data and drawing valid conclusions Willing and able to learn how to use the electronic case management database. Work effectively with Law Enforcement officials and other professionals. Ability to objectively evaluate client needs in a non-judgmental role. Ability to coordinate with local and community resources to ensure access to necessary services.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.