THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0468807** DATE POSTED: **06/16/14**

POSITION NO: 240344 CLOSING DATE: **OUF**

POSITION TITLE: **Senior Social Worker (Adoption Unit)**

DEPARTMENT NAME / WORKSITE: **DSS/Navajo Children & Family Services Program/St. Michaels, Arizona**

WORK DAYS: MONDAY-FRIDAY

WORK HOURS: 8:00 am - 5:00 pm

REGULAR FULL TIME: ☑

PART TIME: ☐ NO. OF HRS./WK.:

SEASONAL: ☐

TEMPORARY: ☐ DURATION :

GRADE/STEP: AB65A

$ 44,054.40 PER ANNUM

$ 21.18 PER HOUR

DUTIES AND RESPONSIBILITIES:

The incumbent will conduct extensive psycho-social intake studies on new referrals for potential adoptive and relative fostercare providers; participates in recruitment of family, relative and adoptive families both on and off the Navajo reservation through community presentations and public relations work; performs family/home evaluations; responsible for management of assigned cases through case management activities; maintains regular contact with clients; maintains well written case records and prepares necessasry reports as required; develops an intensitve relationship with ICWA families to find satisfactory ways of coping with their social situations and relationships; maintains close relations with state, federal, tribal and other social service agencies to meet identified problems; complies with all legal and court-related requirements related to the agencyh's contacts with clients and arranges visitation between child/natural families or potential adoptive/relative faster care providers; coordinates and implements the selected placement plan with all relevant parties; consults with Supervisor and other resources involved to determine appropriate placement resources; provides supportive counseling, parent education and training to foster, relative foster and adoptive families; maintains regular contact with foster/adoptive families involved in assigned cases; participates regularly in supervisory conferences and peer consultation meetings regarding assigned/prospective cases< group staffing with peers and other resources relating to assigned cases; updates Navajo Nation Department of Justice on pending cases.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Social Work; and three (3) years professional social service work experience under professional supervision.

Preferred Qualifications:

- A Masters degree in Social Work.
- Proficient in Microsoft Office software or other computer applications.
- Licensed Independent Social Worker (LISW)

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 social casework objectives, principles, methods & caseload management and organization; Knowledge of the Tribal codes, court systems & their applications; Knowledge of counseling and interviewing techniques; knowledge of Navajo traditional customs; skill in communicating effectively in both oral and in writing; skill in applying professional social work principles, theories, concepts & techniques; skill in interacting with clients from various cultural, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies; ability to perform complex & specialized casework services with considerable independence.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

A favorable background investigation is required.

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