THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0468977**	DATE POSTED:	**07/21/14**
POSITION NO:	242104	CLOSING DATE:	**OUF**
POSITION TITLE:	**Social Worker**		
DEPARTMENT NAME / WORKSITE:	**DSS/Navajo Children & Family Services Program/Window Rock, AZ**		

WORK DAYS:	MONDAY-FRIDAY	REGULAR FULL TIME:	☑		GRADE/STEP:	AB63A
WORK HOURS:	8:00 am - 5:00 pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 37,065.60	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 17.82	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs professional social work and direct services; duties of moderate difficulty in the delivery of social, health and human services; performs related work as assigned; receives, reviews and screens applications, referrals and requests for social, health and human services by interviewing, counseling and referrals of such requests to appropriate social service delivery agencies and organizations; provides necessary follow-up; assists clients with applications and forms; provides information and interprets guidelines, rules, regulations, procedures and eligibility requirements to clients and other concerned; schedules home visits for interviews to obtain additional information and follow-up; facilitates the processing of applications/referrals and delivery of services, if necessary, consults and confers with social service agencies on a regular and as needed basis for coordination of efforts and services; may transport clients; assists with identifying social services conference, seminars, and workshops; maintains records, materials, supplies, equipment and facilities; provides technical assistance and information; prepared required reports and data reporting; provides counseling services to clients.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Preferred Qualifications:

- A Masters degree in Social Work
- Proficient in Microsoft Office software or other computer applications

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.

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.