

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DSS09316532</u>	DATE POSTED: <u>10/31/18</u>	
POSITION NO: <u>924972</u>	CLOSING DATE: <u>11/21/18</u>	
Senior Social Worker		
DEPARTMENT NAME / WORKSITE: <u>DSS / Department of Family Services / Tuba City, AZ</u>		
WORK DAYS: <u>Monday to Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AR65A</u>
WORK HOURS: <u>8 am to 5 pm</u>	PART TIME: <input type="checkbox"/>	\$ <u>45,385.60</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>21.82</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Responsible for assessing, identifying and documenting case of child abuse or neglect and finding the appropriate services to enhance child's safety. Must be able to identify immediate threats made to a child and provide arrangements that comply with the Navajo Nation Alcini bi beehaz anni (ABBA). These duties may include, but not limited to, advocating and making referral to appropriate agency for the child(ren) and parents/guardians; serves temporary custody notice when the child(ren) are not safe in the home and placement is the only option for their safety; files child protective service investigation with the Navajo Nation Office of the Prosecutor in Substantial Child Abuse and Neglect Report within 48 hours; places child(ren) in a safe and risk-free environment; complies with ICWA placing preference; adheres to Navajo Nation ABBA. Maintains confidentiality, i.e., Privacy Act and safeguard case records. Prepares required reports and documentation; provides technical advice and guidance to staff; cooperates and coordinates with all resources in planning and implementing services; attends case staffing, staff meetings, trainings, and conferences.

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.

Special Requirements:

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

(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 interview techniques; knowledge of Navajo traditional customs; knowledge of confidentiality and HIPPA regulations. Skill in communicating effectively in both oral and in writing; skill in applying professional social work principles, theories, concepts and techniques; skill in interacting with clients from various culture, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies. Fluent in both the Navajo and English languages. Willing and able to learn how to use the Just Ware case management database.

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