

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS15314687

DATE POSTED: 11/22/17

POSITION NO: 940241

CLOSING DATE: 12/07/17

POSITION TITLE: Principal Social Service Representative

DEPARTMENT NAME / WORKSITE: Department of Family Services/Dine Elder Protection Program/Fort Defiance, AZ

WORK DAYS: Monday to Friday REGULAR FULL TIME: GRADE/STEP: A162A

WORK HOURS: 8am-5pm PART TIME: NO. OF HRS./WK.: _____ \$ 34,881.60 PER ANNUM

SEASONAL: DURATION : _____ \$ 16.77 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Performs professional social work in the areas of adult and elderly protective services. Provides services that promote client self-determination and enhance welfare with the least restrictive alternatives consistent with the client's need for services. The position requires teamwork and flexibility with the work environment to meet client's needs. Meets with alleged victims in their homes to investigate allegations, performs assessments and addresses immediate safety needs. When necessary, provides short-term services, which includes investigations for court services for adult/elderly legal guardianship petitions. Works closely with health care providers, law enforcement, the judicial system, behavioral health agencies, and a wide range of community agencies to prevent continued abuse, neglect, or exploitation of adults. Evaluates information concerning indicators of mental functioning, immediate danger an substantial risk of danger. Interviews clients, family, and professionals. Assesses client support system. Visits client regular for ongoing assessment of client's needs and safety. Makes findings, based on facts, regarding incapacitation, dependency, and risk of danger. Responds to crisis situations to protect client(s). Refers clients to appropriate services, collects and compiles social case history.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Human Services, Sociology, Social Work, Psychology or related field; or an equivalent combination of education and experience.

Special Requirements

- 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 adult protective services issues, principles and practices of social work, interviewing techniques and special methods used in interviewing elderly, and/or interrogation tactics. Knowledge of confidentiality, privacy act and HIPPA. Skills in interviewing, developing the trust and confidence of the adult/elderly, knowledge of Just ware Case Management system, and crisis intervention. Proficient in Microsoft office software, and fluent in Navajo language.

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