

THE NAVAJO NATION  
Department of Personnel Management  
**JOB VACANCY ANNOUNCEMENT**

Requisition No: DSS0567260  
POSITION NO: 940241  
CLASS CODE: 3706

Date Posted: 12/03/12  
Closing Date: 12/14/12

POSITION TITLE: PRINCIPAL SOCIAL SERVICE REPRESENTATIVE  
DEPARTMENT NAME: Navajo Division of Social Services/Administration  
DEPARTMENT NO: 56 WORKSITE LOCATION: Ft. Defiance, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A  
Days: M-F Permanent:  SALARY:  
Hours: 8AM-5PM Temporary:  Duration: \$ 32,073.60 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Incumbent will perform duties following established policies and procedures as mandated by federal, state and tribal laws and will coordinate and collaborate services, as needed, with other social service agencies and/or law enforcement. Performance of duties are of reasonable difficulty, involving intake of application for services; Obtains information and investigates complaints of alleged abuse, neglect, or exploitation of the elderly population; investigates emergency situations; and takes corrective action; assessment of client's needs for degree and priority of services, and develops individual service plans; interpretation of established policies and guidelines followed in the delivery of services; set up case plans; provide case management and follow-up on a regular basis according to priority level of assessed needs. Will periodically evaluate the overall status of client for continued services or referrals to other resources for additional services. Identify and intervene in high-risk cases, such as individuals with special needs, children or adults in need of protective or custodial services, and may seek assistance from other service agencies; establish a trusting and positive work relationship with client and other service providers or resources; maintain open communication with client and ensure efficiency in services. When necessary, will take appropriate legal action concerning adults or children in the home in need of such service.

**QUALIFICATION REQUIREMENTS:**

**Education, Training and Experience:**

A Bachelor's degree in Human Services, Sociology, Social Work, Psychology, or related field; and three (3) years experience providing counseling to disadvantaged clientele or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. ***(To receive full credit for education/training applicant must submit college transcript, certificate, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of gerontology.  
Knowledge of the social services policies and practices.  
Knowledge and skill in interviewing with children and adults.  
Skill in developing trust and confidence of children and adults.  
Skills in case management and crisis intervention.  
Fluency in the Navajo and English languages.

**License/Certification Requirements:**

Must possess a Valid State Driver's License and ability to obtain Navajo Nation Vehicle Operator's Permit within 90 days of employment; **must pass a criminal background check.**

**VETERANS' PREFERENCE APPLIES**

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

*Revised: 1-15-99*