THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS09316708 | DATE POSTED: 12/04/18

POSITION NO: 940137 | CLOSING DATE: 12/17/18

POSITION TITLE: **Social Worker**

DEPARTMENT NAME / WORKSITE: DEPARTMENT OF FAMILY SERVICES/KAYENTA, AZ

WORK DAYS: Monday to Friday | REGULAR FULL TIME: ☑ | GRADE/STEP: AR63A

WORK HOURS: 8 am to 5 pm | PART TIME: ☐ NO. OF HRS./WK.: | $ 38,188.80 PER ANNUM

SENSITIVE ☑ | SEASONAL: ☐ | $ 18.36 PER HOUR

NON-SENSITIVE ☐ | TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Responsible for assessing, identifying and documenting cases 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 Alchíní Bí Beehaz áanií (ABBA). These duties may include, but not limited to, advocating and making referral to appropriate agency for the children and parents/guardian; serves temporary custody notice when the children 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 children 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, training and conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

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

Special Requirements:

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

Supplemental Requirements:

- Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, Food Handlers Permit and 1st Aid/CPR/AED within 90 days of date of hire.

(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 interviewing techniques; knowledge of Navajo traditional customs. skilled in communicating effectively in both Navajo and English languages; skilled in applying professional knowledge, techniques and judgment in the work situation; skilled in interacting with clients from various cultural, economic and spiritual backgrounds; skilled in analyzing data and drawing valid conclusions. 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.