

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS15322402	DATE POSTED:	12/13/21
POSITION NO:	931978	CLOSING DATE:	Open Until Filled
POSITION TITLE:	Principal Social Service Representative		
DEPARTMENT NAME / WORKSITE:	NDSS/Department of Family Services/Kaibeto, AZ		
WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8 AM to 5 PM	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>
		NO. OF HRS./WK.:	_____
		DURATION :	_____
		GRADE/STEP:	BQ62A
		\$	38,836.80 PER ANNUM
		\$	18.60 PER HOUR

DUTIES AND RESPONSIBILITIES:

Have understanding and knowledge of human behavior, child/adult development, family systems, substance abuse dynamics, domestic violence, safety/risk, and dynamics of child/adult/elder maltreatment: recognize signs of abuse/neglect, discern between imminent danger and risk, and prevention/intervention/treatment techniques of maltreatment. Receives referrals/reports of abuse & neglect, and social services requests and create intakes. Meets with alleged victims in their homes to investigate abuse and neglect allegations, use observation skills, interview skills, and standardized assessment tools and determine level of intervention required to keep victims of maltreatment safe. Evaluates information concerning indicators of mental functioning, immediate danger and substantial risk of danger. Develops safety/action plans, case plans, and referrals to resources for victims and their families. Makes immediate assertive decisions to keep victims safe. Provides court ordered investigations for children/adult/elderly legal guardianship petitions. Adheres to Navajo ABBA. Maintains confidentiality, i.e., Privacy Act and safeguard case records.

Works closely with prosecutors, health care providers, law enforcement, the judicial system, behavioral health agencies, schools, and a wide range of community agencies to prevent continued abuse, neglect, or exploitation of children and adults who don't have the capacity to protect themselves. The position requires teamwork and flexibility with the work environment to meet client's needs. Will complete assessment/evaluation reports, investigation outcome reports, court reports, monthly, annual, and quarterly statistic reports. Collects and compiles social case history. Maintains accurate case records of assessment, activities, and plans, write summaries, reports, letters and memorandums. Will provide prevention/intervention presentations and education to the public on child, adult, and elder maltreatment: abuse & neglect. Attends and participates in case staffing/consultations, CPT/MDT meetings, staff meetings, general staff meetings. Required to respond to cases after regular work hours and will be required to be on call status after 5:00 PM, weekends, and holidays. Physical requirements include lifting, walking and driving.

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.
- Possess a valid state driver's license. 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 adult protective services issues, principles and practices of social work, interviewing techniques and special methods used in interviewing elderly, and/or interrogation tactics, and the principles and practices of social services. Knowledge of confidentiality, privacy act and HIPAA. Skills in interviewing, developing the trust and confidence of the adult/elderly, knowledge of case management processes, and crisis intervention. Fluency in both the Navajo and English languages. Proficient in Microsoft Office software and other computer applications. Knowledge of confidentiality and HIPPA. Customer services principles. Knowledge of geriatrics.

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