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

REQUISITION NO: **DSS0465030** Date Posted: 12/27/11

POSITION NO: 933820 Closing Date: OUF

CLASS CODE: 3704

POSITION TITLE: **Senior Social Worker, Adoption Unit**

DEPARTMENT NAME: Navajo Children and Family Services Program

DEPARTMENT NO: 56 WORKSITE LOCATION: Window Rock, Arizona

WORKS DAYS/HOURS:
Days: MON - FRI
Hours: 8:00 am - 5 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R65A
SALARY:
$ 41,516.80
$ 19.96

**DUTIES AND RESPONSIBILITIES:**

The incumbent will conduct extensive psycho-social intake studies on new referrals for potential adoptive and relative fostercare providers; participates in recruitment of family, relative and adoptive families both on and off the Navajo reservation through community presentations and public relations work; performs family/home evaluations; responsible for management of assigned cases through case management activities; maintains regular contact with clients; maintains well written case records and prepares necessary reports as required; develops an intensive relationship with ICWA families to find satisfacatory ways of coping with their social situations and relationships; maintains close relations with state, federal, tribal and other social service agencies to meet identified problems; complies with all legla and court-related requirements related to the agency's contacts with clients and arranges visitation between child/natural families or potential adoptive/relative foster care providers; coordinates and implements the selected placement plan with all relevant parties; consults with supervisor and other resources involved to determine appropriate placement resources; provides supportive counseling, parent education and training to foster, relative foster and adoptive families; maintains regular contact with foster/adoptive families involved in assigned cases; participates regularly in supervisory conferences and peer consultation meetings regarding assigned/prospective cases, group staffing with peers and other resources relating to assigned cases; updates Navajo Nation Department of Justice on pending cases.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

Bachelor's degree in social work. (2) A Masters degree in social work with one year practice training in professional social work during the field placement as part of the graduate study, or one year of professional social work experience under professional supervision.

**Experience:**

Three years experience in social work under professional supervision. Experience must have demonstrated the ability to perform advanced assignments independently. ***(to receive full credit for education applicant must submit copies of transcripts, degrees, current certificates, etc.)***

**Special Knowledge, Skills and Abilities:**

Professional knowledge of theories, principles, practices, and techniques of social work field; knowledge of Tribal codes, court systems and their applications, knowledge of counseling and interviewing; knowledge of Navajo traditional customs; ability to communicate effectively in the English and Navajo languages; ability to relate with clients; skill in applying professional social

**License/Certification Requirements:**

Must possess a valid state drivers license and obtain a NN Operators Permit within 90days of employment.

***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***