

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

REQUISITION NO: DSS0465032

Date Posted: 12/27/11

POSITION NO: 242104

Closing Date: OUF

CLASS CODE: 3705

POSITION TITLE: Social Worker

DEPARTMENT NAME: Navajo Children and Family Services Program

DEPARTMENT NO: 46 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R630A

Days: MON - FRI Permanent:  SALARY:

Hours: 8:00 am - 5 pm Temporary:  Duration: \_\_\_\_\_ \$ 34,944.00

Part-Time:  No. of Hrs/Wk: 40 \$ 16.80

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs professional social work and direct services; duties of moderate difficulty in the delivery of social, health and human services; performs related work as assigned; receives, reviews and screens applications, referrals and requests for social, health and human services by interviewing, counseling and referrals of such requests to appropriate social services delivery agencies and organization; provides necessary follow-up; assists clients with applications and forms; provides information and interpret guidelines, rules, regulations, procedures and eligibility requirements to clients and other concerned; schedules home visits for interviews to obtain additional information and follow-up; facilitates the processing of applications/referrals and delivery of services, if necessary; consults and confers with social service agencies on a regular and as needed basis for coordination of efforts and services; may transport clients; assists with identifying social services conferences, seminar and workshops; maintains records, materials, supplies, equipment and facilities; provides technical assistance and information; prepares required reports and data reporting; provide counseling services; develops case plans with families and provides case management to meet the goals and objectives; assists in providing support to families/children; provides group and individual parenting skills training; documents case activities and manages case files; attends case staffing and meetings; testifies in court proceedings; prepares progress reports to the courts.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

1) A Bachelor's degree in Social Work, Human Services, Counseling or a closely related field; or a Master's degree in Social Work is fully qualifying.

**Experience:**

One (1) year of professional social work experience under professional supervision; depending on the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**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 work principles, theories, concepts and bicultural techniques required to assist the clients; skill in dealing with the clients, giving consideration to cultural strengths and differences.

**License/Certification Requirements:**

PREFERRED: Must possess a Valid State Drivers License; and a Navajo Nation Vehicle Operator's Permit (to be obtained upon employment); submit to Criminal Background check within 90 days of employment.