

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0932976

Date Posted: 03/14/11

POSITION NO: 946528

Closing Date: 03/25/11

CLASS CODE: 3703

POSITION TITLE: Principal Social Worker

DEPARTMENT NAME: Division of Social Services/WNRO

DEPARTMENT NO: 93 WORKSITE LOCATION: Tuba City, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N670A

Days: M-F

Permanent:

SALARY:

Hours: 8:00am - 5:00 pm

Temporary:

Duration: _____ \$ 47,361.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Supervises subordinate staff by planning, scheduling, coordinating and reviewing the delivery of social and financial services; receives and reviews statistical field reports; analyzes staffs' performance and the effectiveness of delivery of services; identified problem areas and recommends alternatives and modification. Schedules field visits to inspect field offices, equipment, vehicles and to determine staff work progress; prepares required reports; participates in budget preparations; collects, receives, analyzes and condenses reports, prepares them for transmittal to the central office; plans and coordinates services with other social services agencies; provides for the maintenance, security, inventory and physical controls of records, materials, supplies, vehicles, equipment and office facilities.

Interprets and enforces rules, regulations, policies, procedures and directives; provides information and technical assistance to chapters and agencies; provides consultation and guidance to subordinates; exercise supervision and assigns tasks to assigned staff; schedules and attends staff meetings; collaborates and coordinates with resources in planning and implementing of contracted program services. Monitors and evaluates child, youth, and elderly services. Determines eligibility in accordance with established criteria; prepares and presents in-service training, program orientation, and neglect and abuse preventive education to staff and client population; reviews and screens incoming referrals and performs case assignments to social workers; and participates in case staffing.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Social Work; *(To receive full credit for education/training, applicant must submit transcripts, certificates, diploma, etc.)*

Experience:

Three (3) years experience in professional social service work.

Special Knowledge, Skills and Abilities:

Knowledge of the theories, principles and practices and techniques of the social work field, tribal codes, court system, and their publications. Knowledge of counseling and interviewing techniques, Navajo traditional customs. Skills in communicating effectively in both orally and in writing. Skills in applying professional social work principles, theories, concepts and techniques; skills in preparing clear, accurate, and comprehensive case records; skills in analyzing data and drawing valid conclusions; skills in working independently with little supervision. Knowledge of National Association of Social Workers Code of Ethics.

License/Certification Requirements:

Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's Permit.

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