

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0439820

DATE POSTED: 03/16/15

POSITION NO: 243417

CLOSING DATE: 03/27/15

POSITION TITLE: Social Worker (S)

DEPARTMENT NAME / WORKSITE: DOH/Navajo Area Agency on Aging / Ft. Defiance, Arizona

WORK DAYS: Mon-Fri REGULAR FULL TIME: GRADE/STEP: AB63

WORK HOURS: 8-5 PM PART TIME: NO. OF HRS./WK.: 40 \$ 37,065.60 PER ANNUM

SEASONAL: DURATION : \$ 17.82 PER HOUR

TEMPORARY:

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Health Services Administrator, plans, develop and coordinate the services of the Adult Protective Services on the Navajo Nation including policies and procedures. Coordinate services with other organizations for protection of older adults, shelter placement, power of attorney, guardianship, wills, counselling, medical referral, protection against neglect, abuse and exploitation. Conducts an assessment of cases reported and determines appropriate solution. Assist clients with filing in the courts and in obtaining legal assistance. Provides training and information to the Senior Center staff and communities on regulations, elder rights, procedures for referrals, signs of abuse, neglect and exploitation. Coordinate and attend meetings with the States of Arizona, New Mexico and Utah Adult Protective Services on Adult Protection issues.

Minimum Qualifications:

- A Bachelors Degree in Social Work, Human Services, Counselling.
- At least one (1) year professional social work experience.

Preferred Qualifications:

- Masters Degree in Social Work. Proficient in Microsoft software applications.

Special Requirements:

- A favorable background investigation. Posses a valid State drivers' license
- Posses a valid State Driver's license

(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:

Effective writing skills. Although not required, understanding and speaking the Navajo language may be necessary at times.

<<A favorable background investigation is required>>

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