THE NAVAJO NATION

Department of Personnel Management

JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0887713**	Date Posted:	**04/08/13**
POSITION NO:	925117	Closing Date:	**04/19/13**
CLASS CODE:	3703		

POSITION TITLE: **Principal Social Worker**

DEPARTMENT NAME: Division of Social Services - AZ Long Term Care Services

DEPARTMENT NO: 88 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS:

Days: Monday-Friday

Hours: 8 am to 5 pm

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration:

Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R67A

SALARY:

$ 49,067.20 Per Annum

$ 23.59 Per Hour

DUTIES AND RESPONSIBILITIES:

Supervises AZ Long Term Care subordinate staff by planning, scheduling, coordinating and reviewing the delivery of social and related services; receives and reviews statistical field reports; analyzes staffs' performance and the effectiveness of delivery of services; identifies problem areas and recommends alternatives and modifications. Conducts random supervisory audit of cases to monitor ALTCS services. Schedules field visits to inspect facilities and equipment and to determine work progress; prepares required reports; participates in budget preparations; collects, receives, analyzes and condenses field reports and prepares them for transmittal to the central office; plans and coordinates activities with other social service agencies; provides for the maintenance, security, inventory and physical controls of records, materials, supplies, equipment and facilities. Coordinate with other resources and be able to act as a liaison between protective services and ALTCS with any situation that would involve abuse or neglect of elders. Interprets rules, regulations, policies, procedures and directives; provides information and technical assistance to chapters and communities; provides advice and instruction to subordinates; exercises supervision over and assigns tasks to assigned staff. Attends staff meetings, cooperates and coordinates with resources in planning and implementing services to clientele. Prepares and presents in-service training orientation and preventive education to staff and client populations; reviews and screens incoming referrals and performs case assignments to case managers; participates in case staffing.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Social Work; and

Experience:

three (3) years of professional social service work experience.

In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.

Special Knowledge, Skills and Abilities:

Knowledge of theories, principles, practices and techniques of the social work field; knowledge of the Navajo Nation Tribal codes, court systems and their applications; knowledge of counseling and interviewing techniques; knowledge of Navajo traditional customs; knowledge of applicable Tribal, federal, state, and local laws, ordinances, statutes, rules, regulations, policies, and procedures. Skill in communicating effectively in both oral and written forms; skill in establishing and maintaining effective interpersonal relationships; skill in preparing clear, accurate, and comprehensive case records; skill in analyzing data and drawing valid conclusions; skill in working independently with little supervision.

License/Certification Requirements:

Be eligible for license/certification (LMSW, LISW, or LCSW) is ***preferred*** . Possess valid state driver's license and ability to obtain a NN tribal driver's permit. ***Background check and relevancy assessment required prior to employment.***

CPR and First Aid certificates, Food Handlers Permit will be required.

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***