THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0897712**	Date Posted:	**04/08/13**
POSITION NO:	942195	Closing Date:	**OUF**
CLASS CODE:	3705		
POSITION TITLE:	**Social Worker**		
DEPARTMENT NAME:	Division of Social Services - Eastern Navajo Region		
DEPARTMENT NO:	89	WORKSITE LOCATION:	Gallup, NM
WORKS DAYS/HOURS:		POSITION TYPE:	
Days:	Monday - Friday	Permanent:	☑
Hours:	8:00 am - 5:00 pm	Temporary:	☐
		Part-Time:	☐

GRADE: R63A
SALARY:
Duration: _____ $ 34,944.00 Per Annum
No. of Hrs/Wk: 40 $ 16.80 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs professional social work and direct service 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 referring such requests to appropriate social services delivery agencies and organizations and provides necessary follow-up; assists clients with applications and forms; provides information and interprets guidelines, rules, regulations, procedures and eligibility requirements to clients and others concerned; schedules home visits for interview to obtain additional information and follow-up; and emergency on-call after 5:00 p.m., including weekends and holidays.

Provides home based counseling services; develops case plans with families and provides case management to meet the goals and objectives, and assists by providing support to families; provides group and individual parenting skill classes/instruction; documents case activities and manages case files; attends case staffing and meetings; testifies in court proceedings; and prepares reports on progress to the courts. Facilitates the processing of application and delivery of services if necessary; consults and confers with social services agencies on a regular and as-needed basis for coordination of efforts and services; may transport clients to clinics; assist with identifying social services conferences, seminars and workshops; maintains records, materials, supplies, equipment and facilities, provides technical assistance and information; and prepare required reports and data reporting.

QUALIFICATION REQUIREMENTS:

Education and Training:

Bachelor's Degree in Social Work, Human Services, Counseling or a closely related field; and

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.

Experience:

one (1) year of professional social work experience under professional supervision; or a Master's degree in Social Work is fully qualifying.

Special Knowledge, Skills and Abilities:

Knowledge and skill of applying theories, principles, practices, and techniques of the social work field; the Tribal codes, court systems, and their applications; counseling and interviewing techniques; Navajo traditional customs; Skill in communicating effectively in both oral and written forms; establishing and maintaining effective interpersonal relationships with clients from cultural, economic and spiritual backgrounds; and skill in meeting documentation standards for social work agencies. Work involves extensive concentration on supervision and guidance of subordinate professional staff.

License/Certification Requirements:

Must possess a Valid State Driver's License and a Navajo Nation Vehicle Operator's Permit (to be obtained upon employment).

Background check and relevancy assessment required prior to 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***