

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

REQUISITION NO: DSS0933080

Date Posted: 04/11/11

POSITION NO: 940137

Closing Date: 04/22/11

CLASS CODE: 3706

POSITION TITLE: Principal Social Service Representative

DEPARTMENT NAME: Division of Social Services/Western Navajo Regional Office-Title XX Program

DEPARTMENT NO: 93 WORKSITE LOCATION: Kayenta, Arizona

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A

Days: M-F

Permanent:

SALARY:

Hours: 8:00am - 5:00 pm

Temporary:

Duration: \_\_\_\_\_ \$ 32,073.60 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Performs Child Protective Services functions, independently performs moderate case planning and management; receives, reviews, and screens applications, referrals and requests for social, health and related services by interviewing, counseling, and referring requests to appropriate social service delivery agencies and provides necessary follow up; provides social work services to beneficiaries with a variety of psycho-social and environmental problems. Counsels clients who need help in resolving crisis and normal developmental problems in a manner that will enable them to develop and maintain self-sufficiency and purposeful community participation. Determines the need and recommends legal protective services. prepare adoptive, guardianship and foster home studies; prepares social summaries and recommends placement of children removed from their parents due to neglect, abuse or abandonment; studies and recommends placement in special schools. Conducts follow-ups with school officials; provide assistance and guidance; contacts clients to assess, interview and monitor client's status; determines eligibility; conducts home studies, social summaries, court reports, narratives and case plans.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Social Work (preferred), Human Services, Sociology, Psychology, or related field and;**(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas,**

**Experience:**

Three (3) years experience providing counseling to disadvantaged clientele; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

**Special Knowledge, Skills and Abilities:**

Knowledge of children's foster care issues. Knowledge of the principles and practices of social work. Knowledge of interviewing techniques and special methods used in interviewing children. Knowledge of interrogation tactics. Knowledge of social services. Skills in interviewing. Skill in case management. Skill in crisis intervention. Skills in developing trust.

**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*