THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS09310252**	DATE POSTED:	06/08/15
POSITION NO:	940893	CLOSING DATE:	06/19/15
POSITION TITLE:	**Principal Social Service Representative**		
DEPARTMENT NAME / WORKSITE:	Department of Family Services /Tuba City, AZ		

WORK DAYS:	Monday-Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB62A
WORK HOURS:	8 a.m. to 5 p.m.	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 16.36	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Provides comprehensive assessment on potential foster parents, develops and implements case plan and management for clients. Monitors and evaluates client's progress by scheduling periodic reassessments, complete discharge planning and case closure. Approves or certifies foster homes, provides foster care training, assists clients with criminal background checks, fingerprinting and necessary training, and assists for environmental, health and home safety checks. Serves as a liaison for the client and family with other resources and providers, works with courts regarding guardianship, provides training for client and family including parenting skills, prevention, and detection of child abuse. Determines clients' needs for protective services or recommends legal alternative on matters within guidelines and objectives of program policies. Prepares written reports, correspondences, progress notes, court reports, narratives and case plans.

Attends Foster Care Review Board (FCRB) meetings and provide input/recommendations, monthly/quarterly staff meetings. Attends training/workshops, seminars and conferences.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Human Services, Sociology, Social Work, Psychology or related field; and two (2) years of experience providing counseling to disadvantaged clientele.

Preferred Qualifications:

- Three (3) years of experience providing human services, counseling or related services.
- Proficient in Microsoft Office software and other computer applications.

Special Requirements:

- A favorable background investigation.
- Possess 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:

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 the principles and practices of social services. Skill in interviewing, skill in developing the trust and confidence of children and the elderly, skill in case management, skill in crisis intervention. Fluency in both the Navajo and English languages.

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