THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DSS0468028**	Date Posted:	**07/29/13**
POSITION NO:	242105	Closing Date:	**OUF**
CLASS CODE:	3705		
POSITION TITLE:	**Social Worker**		
DEPARTMENT NAME:	DSS/Navajo Children and Family Services Program		
DEPARTMENT NO:	46	WORKSITE LOCATION:	St. Michaels, Arizona

WORKS DAYS/HOURS:
Days: MON - FRI
Hours: 8:00 am - 5 pm

POSITION TYPE:
Permanent: ☑
Temporary: ☐
Part-Time: ☐

Duration:
No. of Hrs/Wk: 40

GRADE: R63A
SALARY:
$ 34,944.00
$ 16.80

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs professional social work and direct services; 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 referrals of such requests to appropriate social services delivery agencies and organization; provides necessary follow-up; assists clients with applications and forms; provides information and interpret guidelines, rules, regulations, procedures and eligibility requirements to clients and other concerned; schedules home visits for interviews to obtain additional information and follow-up; facilitates the processing of applications/referrals and delivery of services, if necessary; consults and confers with social service agencies on a regular and as needed basis for coordination of efforts and services; may transport clients; assists with identifying social services conferences, seminar and workshops; maintains records, materials, supplies, equipment and facilities; provides technical assistance and information; prepares required reports and data reporting; provide counseling services; develops case plans with families and provides case management to meet the goals and objectives; assists in providing support to families/children; provides group and individual parenting skills training; documents case activities and manages case files; attends case staffing and meetings; testifies in court proceedings; prepares progress reports to the courts.

QUALIFICATION REQUIREMENTS:

Education and Training:

1) A Bachelor's degree in Social Work, Human Services, Counseling or a closely related field; or a Master's degree in Social Work is fully qualifying. ***(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; depending on the needs of the Navajo Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

Special Knowledge, Skills and Abilities:

Professional knowledge of theories, principles, practices, and techniques of social work field; knowledge of Tribal codes, court systems and their applications, knowledge of counseling and interviewing; knowledge of Navajo traditional customs; ability to communicate effectively in the English and Navajo languages; ability to relate with clients; skill in applying professional social work principles, theories, concepts and bicultural techniques required to assist the clients; skill in dealing with the clients, giving consideration to cultural strengths and differences.

License/Certification Requirements:

PREFERRED: Must possess a Valid State Drivers License; and a Navajo Nation Vehicle Operator's Permit (to be obtained upon employment); ***Position requires a background check and suitability assessment 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***