

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DSS0903904

Date Posted: 08/01/11

POSITION NO: 940945

Closing Date: 08/12/11

CLASS CODE: 3704

POSITION TITLE: Senior Social Worker

DEPARTMENT NAME: Division of Social Services/Ft. Defiance Regional Office

DEPARTMENT NO: 90 WORKSITE LOCATION: Ft. Defiance, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R65A

Days: Mon-Fri

Permanent:

SALARY:

Hours: 8am-5pm

Temporary:

Duration: _____ \$ 41,516.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Incumbent will perform work in accordance with established plans, policies and procedures within the framework of applicable, federal, state and tribal laws; identifies and intervenes in high -risk cases through consultation and direct services; maintains close relations with state, federal, tribal and other social services agencies to meet identified problems on the Navajo Nation; provides support, direction, guidance and assistance to case workers in the study, diagnosis and treatment of cases. Makes decisions and recommendations for action; reviews reports to the court; supervises follow-up services; attempts to establish a therapeutic relationship with clients, directs staff in making appropriate referrals, evaluates need of clients and assist in the development of social resources to meet their needs; makes periodic visits, analyzes services and procedures as deemed necessary. Maintains liaison with community groups; explains available services; provide technical advice and guidance and promotes group and community activities; attends conferences, community group and chapter meetings relative to social work services; prepares reports and documentation; provides planning, organizing and directing the delivery of specialized child careservices, involving foster care, substitute care services and permanency planning of children. Provide technical assistance to staff to ensure appropriate case management; conducts periodic case staffing; determine eligibility in accordance with applicable policies and requirement; cooperates and coordinates with all resources in planning and implementing services.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelors Degree in Social Work; and three (3) years of professional social service work experience under professional supervision; or a Masters Degree in Social Work and one (1) year of professional social work experience under professional supervision.

Experience:

Three (3) years professional social service work experience under professional supervision; or One (1) year of professional social work experience under professional supervision.

(To receive full credit for education/training applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of theories, principles, practices and techniques of the social work field; knowledge of tribal codes, court system and thru applications; counseling and interviewing techniques; Navajo traditional customs; Must be able to communicate effectively; apply professional social work principles, theories, concepts and techniques; skilled in interacting with clients from various cultural economic and spiritual backgrounds; skills 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 Drivers License and obtain a Navajo Nation operators permit within 90 days of 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