

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

Requisition No: DSS0906910  
POSITION NO: 930967  
CLASS CODE: 3706

Date Posted: 08/13/12  
Closing Date: 08/27/12

POSITION TITLE: PRINCIPAL SOCIAL SERVICE REPRESENTATIVE-Child Protective Services  
DEPARTMENT NAME: NDSS/FT. DEFIANCE REGIONAL OFFICE  
DEPARTMENT NO: 90 WORKSITE LOCATION: Ft. Defiance, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R62A  
Days: M-F Permanent:  SALARY:  
Hours: 8AM-5PM Temporary:  Duration: \_\_\_\_\_ \$ 32,073.60 Per Annum  
Part-Time:  No. of Hrs/Wk: 40 \$ 15.42 Per Hour

**DUTIES AND RESPONSIBILITIES:**

Incumbent will perform duties following established policies and procedures as mandated by federal, state and tribal laws and will coordinate and collaborate services, as needed, with other social service agencies and/or law enforcement. Performance of duties are of reasonable difficulty, involving intake of application for services; assessment of client's status; interpretation of established policies and guidelines followed in the delivery of services; set up case plans; provide case management and follow-up on a regular basis according to priority level of assessed needs. Will periodically evaluate the overall status of client for continued services or referrals to other resources for additional services. May also provide counseling to individuals and families to help them deal with the emergent issues at hand and seek alternative ways to commence the healing and strengthening process for individual or family. Identify and intervene in high-risk cases, such as individuals with special needs, children or adults in need of protective or custodial services, and may seek assistance from other service agencies; establish a trusting and positive work relationship with client and other service providers or resources; maintain open communication with client and ensure efficiency in services. When necessary, will take appropriate legal action concerning adults or children in the home in need of such services. Make follow-up with schools concerning children's overall status in school.

**QUALIFICATION REQUIREMENTS:**

**Education, Training and Experience:**

A Bachelor's degree in Human Services, Sociology, Social Work, Psychology, or related field; and 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. ***(To receive full credit for education/training applicant must submit college transcript, certificate, diploma, etc.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of child foster care issues.  
Knowledge of the social services policies and practices.  
Knowledge and skill in special interviewing techniques in working with children.  
Skill in developing trust and confidence of children and adults.  
Skills in case management and crisis intervention.  
Fluency in the Navajo and English languages.

**Physical Requirements and Work Environment:**

Work involves extensive concentration on supervision and guidance of subordinate professional staff.

**License/Certification Requirements; preferred, but not required:**

Must possess a Valid State Driver's License and ability to obtain a Navajo Nation Vehicle Operator's Permit; Criminal background

**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*

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