THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0881976** Date Posted: **05/24/10**

POSITION NO: 940921 Closing Date: **OUF**

CLASS CODE: 3703

POSITION TITLE: **Principal Social Worker**

DEPARTMENT NAME: Division of Social Services - Family Service Unit

DEPARTMENT NO: 88 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N670A

Days: Monday-Friday Permanent: ☑ SALARY:

Hours: 8 am to 5 pm Temporary: ☐ Duration: $ 47,361.60 Per Annum

Part-Time: ☐ No. of Hrs/Wk: 40 $ 22.77 Per Hour

DUTIES AND RESPONSIBILITIES:

Supervises subordinate staff by planning, scheduling, coordinating and reviewing the delivery of social and related services; receives and reviews statistical field reports; analyzes staffs' performance and the effectiveness of delivery of services; identifies problem areas and recommends alternatives and modifications. Schedules field visits to inspect facilities and equipment and to determine work progress; prepares required reports; participates in budget preparations; collects, receives, analyzes and condenses field reports and prepares them for transmittal to the central office; plans and coordinates activities with other social service agencies; provides for the maintenance, security, inventory and physical controls of records, materials, supplies, equipment and facilities. Interprets rules, regulations, policies, procedures and directives; provides information and technical assistance to chapters and communities; provides advice, assistance and instruction to chapters and communities; provides advice, assistance and instruction to subordinates; exercises supervision over and assigns tasks to assigned staff; attends staff meetings, cooperates and coordinates with resources in planning and implementing services to clientele. Maintains a caseload such as child neglect and abuse cases involving investigations and substantiates the cases; determines eligibility in accordance with applicable requirements; prepares and presents in-service training orientation and preventive education to staff and client populations; reviews and screens incoming referrals and performs case assignments to social workers; participates in case staffing.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Master's degree in Social Work.

Experience:

and three (3) years of professional social service work experience. **(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of theories, principles, practices and techniques of the social work field; knowledge of the Navajo Nation Tribal codes, court systems and their applications; knowledge of counseling and interviewing techniques; knowledge of Navajo traditional customs; knowledge of applicable Tribal, federal, state, and local laws, ordinances, statutes, rules, regulations, policies, and procedures. Skill in communicating effectively in both oral and written forms; skill in establishing and maintaining effective interpersonal relationships; skill in preparing clear, accurate, and comprehensive case records; skill in analyzing data and drawing valid conclusions; skill in working independently with little supervision.

License/Certification Requirements:

License/Certification Requirements: (LMSW, LISW, or LCSW). Possess a valid state driver's license and tribal driver's permit, fingerprinting and criminal background clearances, possess CPR and First Aid certificates, food handler'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***