

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

Requisition No: DSS0902450  
POSITION NO: 931817  
CLASS CODE: 3706

Date Posted: 09/27/10  
Closing Date: 10/08/10

POSITION TITLE: PRINCIPAL SOCIAL SERVICE REPRESENTATIVE  
DEPARTMENT NAME: Fort Defiance Division of Social Services/Family Service Unit  
DEPARTMENT NO: 90 WORKSITE LOCATION: Dilcon, AZ  
WORKS DAYS/HOURS: POSITION TYPE: GRADE: N620A  
Days: Mon - Fri Permanent:   
Hours: 8:00AM - 5:00PM Temporary:  Duration: SALARY:  
Part-Time:  No. of Hrs/Wk: 40 \$ \$30,950.40 Per Annum  
\$ 14.88 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.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

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 copies of college transcript, certificates, diploma, etc.)**

**Special Knowledge, Skills and Abilities:**

Knowledge of children's foster care issues; knowledge of the principles and practices of social work; interviewing techniques and special methods used in interviewing children; interrogation tactics; Skill in interviewing; Skill in developing the trust and confidence of children; Skill in case management; and Skill in crisis intervention. Fluency in the Navajo and English language. Work involves extensive concentration on supervision and guidance of subordinate professional staff.

**License/Certification Requirements:**

Must possess a valid state driver's license and a valid Navajo Nation Vehicle Operator's permit (PREFERRED)

**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