THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0884174** Date Posted: **10/10/11**

POSITION NO: 938744 Closing Date: **10/21/11**

CLASS CODE: 3704

POSITION TITLE: **Senior Social Worker**

DEPARTMENT NAME: Division of Social Services/Family Service Unit - Chinle Regional Office

DEPARTMENT NO: 88 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS:
Days: Monday to Friday
Hours: 8 a.m. to 5 p.m.

POSITION TYPE:
Permanent: ☑
Temporary: ☐ Duration:
Part-Time: ☐ No. of Hrs/Wk: 40

GRADE: R65A
SALARY:
$ 41,516.80 Per Annum
$ 19.96 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs professional social work and direct services duties of considerable difficulty in the delivery of social services; performs related work as assigned. Performs 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 agency actions; reviews reports to the court, supervises follow-up services; attempts to establish a therapeutic relationship with clients to find satisfactory ways of coping with their social situations and relationships; directs staff in making appropriate referrals, evaluates need of clients and assists in the development of social resources to meet their needs; makes periodic visits throughout assigned area, analyzes services and procedures as deemed necessary. Maintains liaison with community groups; explains available services; provides technical advice and guidance and promotes activities; attends conferences, community groups and chapter meetings relative to social

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Social Work; or a Master's degree in Social Work.

Experience:

Three (3) years professional social work experience under professional supervision, or Master's degree in Social Work and one (1) year of professional social work experience under professional supervision. (**In order to receive credit for education/training applicants must submit copies of college transcript, certificates, diploma,etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of the theories, principles, practices, and techniques of the social work field; knowledge of the Tribal codes, court systems, and their applications; knowledge of counseling and interviewing techniques; knowledge of Navajo traditional customs; skill in communicating effectively in both oral and in writring; skill in applying professional social work principles, theories, concepts and techniques; skill in interacting with clients from various cultural, economic and spiritual backgrounds; skill in meeting documentation standards for social work agencies.

License/Certification Requirements:

Possess a valid state driver's license and obtain a Navajo Nation Operators Permit within 90 days of employment. Fingerprinting and background clearances, CPR and First Aid certificates, food handler's permit.

VETERANS PREFERNCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***