THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0882579** Date Posted: **11/08/10**

POSITION NO: 936679 Closing Date: **OUF**

CLASS CODE: 3707

POSITION TITLE: **Senior Social Service Representative**

DEPARTMENT NAME: Division of Social Services/Specialized Child Care Services

DEPARTMENT NO: 88 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS:
Days: Monday-Friday
Hours: 8:00 am-5:00 pm

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

GRADE: N600A
SALARY:
$ 26,020.80 Per Annum
$ 12.51 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, provides paraprofessional level social services to individuals, families, children, and other beneficiaries of social welfare programs on conventional cases of limited difficulty; performs related work as assigned. Obtains information on problems of individuals and families through interviews and home visits; draws conclusions and makes recommendations on appropriate action; verifies eligibility for program benefits; provides assistance and services to beneficiaries with a variety of psycho-social and environmental problems; observes, evaluates families and children in order to help them find satisfactory ways of coping with problematic social situations. Determines clients' needs for protective services or recommends legal alternative on matters within guidelines and objectives of program policies. Provide support sessions, individual counseling and crisis counseling; develops case plan and social summaries; attends case staffing; evaluates and re-writes case plans.

Prepares required reports; makes referrals to other resources based on interviews, conditions, and other assessments. Receives and processes intake applications; conducts facility site visits to follow up on client's progress; serves as liaison for the client and family with other resources and providers; meets and maintains contact with other resources for services; works with courts regarding guardianship; provides training for client and family including but not limited to parenting skills, prevention, and detection of child abuse; attends training workshops, conferences, seminars, and meetings.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Assciate's degree in Sociology, Social Work, Psychology, or related field***(to receive full credit for education, training and experience, applicant must submit copies of transcripts, degrees, diplomas, certificates, etc.)***

Experience:

Three (3) years experience in providing social service to disadvantaged clientele; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

Special Knowledge, Skills and Abilities:

Knowledge of resources, treatment facilities, and educational programs available to clients; knowledge of a para-professional nature of the theories of human behavior;knoweldge of tribal codes, court systems and their applications; knowledge of tribal codes, court systems and their applications; knowledge of various social service agencies throughout the Navajo Navajo. Skill in dealing with clients; skill in giving consideration to cultural strengths and differences; skill in interacting with people from multiple cultures, social backgrounds, and spiritual beliefs; skill in preparing clear and concise personal histories and factual reports.

License/Certification Requirements:

Possess a valid state driver's license and tribal driver's permit, fingerprinting/background clearances, CPR/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***