

PRINCIPAL SOCIAL WORKER

DEFINITION: Under general direction, performs professional social work duties of considerable difficulty in the supervision of social workers; provides the more complex, most specialized, sensitive and difficult casework services where major case decisions are made independently and where consequence of error may be significant; performs related work as assigned.

ESSENTIAL FUNCTIONS: This listing is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Supervises subordinate staff by planning, scheduling, coordinating and reviewing the delivery of social and related services; assignments may include protective services, adoptions, placement, etc.; receives and reviews statistical field reports; analyzes staff 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 fields 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 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.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

Knowledge of the theories, principles, practices and techniques of the social work field.

Knowledge of the Navajo Nation Tribal codes, court systems and their applications.

Knowledge of social casework objectives, principles, methods and caseload management and organization.

Knowledge of human behavior and development and psychological defense mechanisms.

Knowledge of the principles and techniques of supervision.

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.

Ability to perform complex and specialized casework services with considerable independence.

Ability to provide leadership and consultation to other social workers in casework concepts and methodology.

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Ability to manage assigned caseload and establish caseload priorities to meet client needs and program expectations.

Ability to prioritize and respond to demands of caseload in a prompt and efficient manner.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves extensive concentration on supervision and guidance of subordinate professional staff.

MINIMUM QUALIFICATIONS:

- A Master's degree in Social Work; and three (3) years of professional social service work experience.

PREFERRED QUALIFICATIONS:

- Two (2) years of supervisory experience.
- Possess a Licensed Independent Social Worker (LISW), Licensed Clinical Social Worker (LCSW), Licensed Independent Clinical Social Worker (LICSW) or Licensed Master Social Worker (LMSW).
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

- A favorable background investigation.
- Possess a valid state driver's license.

Supplemental Information:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.