

SENIOR SOCIAL WORKER

DEFINITION: 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.

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:

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 needs 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 group and community activities; attends conferences, community groups and chapter meetings relative to social work services; prepares required reports and documentation; provides planning, organizing and directing the delivery of specialized child care services, involving foster care, substitute care services and permanency planning of children.

Provides technical assistance to staff to ensure appropriate case management; conducts period case staffing; determine eligibility in accordance with applicable policies and requirements; cooperates and coordinates with all resources in planning and implementing services.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

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

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

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 writing.

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.

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

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

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MINIMUM QUALIFICATIONS:

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

PREFERRED QUALIFICATIONS:

- A Master's degree in Social Work.
- Proficient in Microsoft Office software or other computer applications.
- Licensed Independent Social Worker (LISW).

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.