

SOCIAL WORKER

DEFINITION: Under general supervision, performs professional social work and direct services duties of moderate difficulty in the delivery of social, health and human services; performs related work as assigned.

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

TASKS:

Receives, reviews and screens applications, referrals and requests for social, health and human services by interviewing, counseling and referring such requests to appropriate social services delivery agencies and organizations and provides necessary follow up; assists clients with applications and forms; provides information and interprets guidelines, rules, regulations, procedures and eligibility requirements to clients and others concerned; schedules home visits for interview to obtain additional information and follow up.

Facilitates the processing of applications and delivery of services if necessary; consults and confers with social services agencies on a regular and needed basis for coordination of efforts and services; may transport clients to clinics; assists with identifying social services conferences, seminars and workshops; maintains records, materials, supplies, equipment and facilities; provides technical assistance and information; prepares required reports and data reporting.

Provides home based counseling services; develops case plans with families and provides case management to meet the goals and objectives, and assists by providing support to families; provides group and individual parenting skills classes/instructions; documents case activities and manages case files; attends case staffing and meetings; testifies in court proceedings; prepares reports on progress to the courts.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:

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.

Knowledge of applicable federal, state and local laws, rules, regulations, policies and procedures.

Skill in communicating effectively both orally and in writing.

Skill in the use of both Navajo and English languages.

Skill in applying professional knowledge, techniques and judgment in the work situation.

Skill in applying judgment in the release of confidential information.

Skill in interacting with clients from various cultural, economic and spiritual backgrounds.

Skill in analyzing data and drawing valid conclusions.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves moderate to extensive physical effort in providing social services for disadvantaged clientele.

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Social Work, Human Services, Counseling or a closely related field; and one (1) year of professional social work experience under professional supervision.

THE NAVAJO NATION

Class Code: 3705
Community Education and Counseling Series
Social Science and Welfare Group
Overtime Code: Exempt
Pay Grade: 63

SOCIAL WORKER

PREFERRED QUALIFICATIONS:

- A Master's degree in Social Work.
- Proficient in Microsoft Office software or other computer applications.

SPECIAL REQUIREMENTS:

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

Supplemental Requirements:

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.