



**Job Title: SOCIAL WORKER**

Department/Office: Social Services  
Reports To: Director  
Salary / Hourly Range: 45  
Job Classification Code: 8864  
Level of Background Check: 1B  
Status: EXEMPT  
Driving Required: Yes, As Required  
PD Revised: 08/20/2015

**INTRODUCTION**

The incumbent performs social work of considerable difficulty and complexity requiring good knowledge & skill in interviewing, family & one-to-one counseling, diagnostic evaluations & assessment, appropriate quality standards of services and development of service plans. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside of the organization. Decisions regarding what needs to be accomplished require extensive probing and analysis to determine the nature and scope of the issue.

**KEY DUTIES AND RESPONSIBILITIES:**

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Provide social work and case management services and ensures service plans are developed with professional standards:
  - a. Receives inquiries, provides information to individuals and families regarding range of resources available; interview clients for the purpose of assessing problems and required services to treat the problems.
  - b. Evaluates environmental factors and personal characteristics of family situations and lifestyle in order to develop social assessment.
  - c. Assists in the placement of minor(s)-in-need-care, referred through the Child Protective Services.
  - d. Coordinates and collaborates with tribal and local courts/agencies and facilitates appropriate services for individuals, children, youth and families at risk.
  - e. Provides case management and support services to assigned clients.
2. Provides technical and professional assistance to villages and tribal authorities in their handling of domestic family matters.
3. Performs a full range of social work and family welfare services to families experiencing problems due to marital conflict, unemployment, housing, budget management, non-support, child neglect, etc.
4. Participates in program planning for continued improvement of services and provides recommendations in the delivery of services to individuals, families and children.
5. Maintains client records and documentation; maintain professional confidentiality of records and ensures compliance with quality assurance standards.
6. Compiles and prepares statistical and narrative reports, etc., of casework activities required by the funding agency and the Hopi Tribe.
7. Provides on-call services for CPS, Child Referrals and Burial Assistance on rotating basis after regular work hours, including weekends and holidays.
8. Disseminates information on program services and type of financial assistance to the general public and related agencies.
9. Performs other duties as assigned or authorized to achieve program goals and objectives.

**PERSONAL CONTACTS:**

Contacts are with employees within/outside the immediate work area, communities, tribal, federal and state agency representatives, other related agencies and the general public. The purpose of these contacts is to coordinate, collaborate and facilitate the delivery of services and foster a network of services. Some contacts often involve situations where information is reluctantly provided or inadequately conveyed.

**PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:**

The work is performed in a standard social services agency office, client's homes, community setting and court rooms. The workload is demanding requiring work beyond the normal eight (8) hour schedule, evenings, weekends, and holidays and is subject to 24-hour on-call scheduling. The incumbent is subject to great psychological stress and pressure due to the nature of the work with potential risks present when performing investigative work or entering violent situations. Extensive travel on and off the reservation is necessary.

**MINIMUM QUALIFICATIONS:**

1. Required Education, Training and Experience:

A. Education: Bachelor's Degree in Social Work (BSW) or closely related discipline;

AND

B. Experience: One (1) year work experience performing casework with individuals, children, families, and Foster care programs;

OR

C. Any equivalent combination of Education, Training and Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of professional social work/behavioral health philosophy, principles, practices and methods including methods, techniques and case management
- Knowledge of Native American values, lifestyles and social-economic conditions
- Knowledge of rules and regulations governing the safety & welfare of Hopi minors
- Knowledge of intervention strategies related to child abuse and neglect

B. Skills:

- Skill in verbal and written communication to conduct public presentations/ideas clearly and effectively
- Skill in human & public relations
- Skill in investigation techniques and research
- Skill in interviewing, problem solving, assessment, case planning and counseling

C. Abilities:

- Ability to prepare reports
- Ability to communicate effectively with people
- Ability to maintain strict confidentiality of client records and information
- Ability to conduct research, analyze situations and develop appropriate casework intervention
- Ability to establish and maintain positive working relationships with others.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Must complete & pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Must possess a valid Arizona driver's license and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Must have no felony convictions.

**DESIRED QUALIFICATION:**

1. Speak and understand the Hopi language to translate Hopi to English and vice-versa.