

JOB OPENING ANNOUNCEMENT

Job Title: Social Worker

Reports To: Director of Social Services

Department: Social Services

Job Vacancy: YAN-25-61

Status: Full Time/Exempt

Starting Wage: \$23.00 Per Hour

Opening Date: May 27, 2025

Closing Date: Until Filled

POSITION DESCRIPTION:

The Social Worker is responsible for the delivery of a variety of social services to Tribal members and their families.

QUALIFICATIONS:

- Bachelors Degree in Social Work from an accredited University required, MSW preferred.
- Minimum one (1) year professional social work experience, preferably experience with Native American clientele.
- Ability to interpret and implement Federal and Tribal Laws, Rules and Regulations.
- Must be able to read, write and speak the English language.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of the history, culture, laws, rules, customs and tradition of the Yavapai-Apache Nation
- Evidence of continuing education to maintain any required Certification/License and update knowledge and skills.
- **Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.**

DUTIES AND RESPONSIBILITIES:

- Provide social services to Tribal members and their families in accordance with the requirements set forth in BIA 25 CFR Part 20, and policy provided in 66 BIA Manual and with the policies of the Yavapai-Apache Nation.
- Perform needs assessment in order to provide the necessary resources to tribal members and families
- Administer and deliver services to include case plans, intake interviews and assessments, Foster Care, Residential Treatment, Child Protective Services (CPS) and General Assistance.
- Maintain all case files at a minimum according to Title 25 Part 20 Section 20.506.
- Prepare required documentation and reports.
- Attend Court hearings as required in order to advocate for children and families.
- Utilize and make referrals to community resource programs in order to build relationships with Tribal members and families.

- Provide crisis intervention emergency foster care services after hours and weekends on a rotating basis.
- Assist in the recruitment and ongoing development of foster care services.
- Must maintain complete confidentiality of all information relating to the individual's case plan and department services issues, except as required by law.
- Maintain a positive working relationship with Tribal members and Tribal employees.
- Maintains professional education and interaction at conferences and meetings to keep abreast of social work practice and ethical standards
- Must maintain complete confidentiality of all information relating to the individual's social services issues, except as required by law.
- Performs other duties as assigned.

SPECIAL REQUIREMENTS:

- Required to work beyond normal work hours including nights, weekends and holidays, including on-call status.

PHYSICAL REQUIREMENTS

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:
Yavapai-Apache Nation / Human Resources
2400 W. Datsi / Camp Verde, AZ 86322
P: 928-567-1062 / Fax: 928-567-1064
www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**