**VACANCY ANNOUNCEMENT**

**POSITION:** Part-Time Caseworker Aide  
**PROGRAM:** HOPE Program  
**LOCATION:** Concho, Ok.  
**ISSUE DATE:** August 16, 2019  
**CLOSING DATE:** UNTIL FILLED

**GENERAL DESCRIPTION:**  
Under the direction of the HOPE Caseworker Supervisor and Director, the incumbent will be responsible for applying the guidelines of the HOPE Assistance program on applications for Tribal members. In doing so, the incumbent will exercise judgment as to eligibility requirements, assistance determination.

**DESCRIPTION OF DUTIES:**
- Maintain confidentiality
- Assist with clients, conducting intakes, request necessary documents to complete applications.
- Assist with maintaining client files and filing system, receives client documentation and files appropriately.
- Assist with typing/computer responsibilities for Caseworkers.
- Provides monthly report of duties to Supervisors.
- Accurately records case daily notes to Supervisors.
- Performs client activities according to the case plan developed by the Caseworker.
- Disburse application to requesting Parties.
- Receives applications and request necessary documentation to complete applications.
- Assist in keeping statistical log of relevant of monthly items.
- Will assist in referral making process when directed by HOPE Supervisor ort Director.
- Other duties as needed.

**Knowledge, Skills, and Abilities:**
- Must be able to follow direction with accuracy and diligence.
• Must have knowledge of Cheyenne and Arapaho and Native Culture.
• Must have knowledge of area resources for clients.
• Possess efficient oral and written communication skills.
• Ability to learn BIA guidelines and eligibility requirements and apply them appropriately.
• General knowledge of office procedures and secretarial skills: procurement, purchase orders and requisitions.

QUALIFICATIONS:
• Must have valid Oklahoma Driver’s License in order to operate a government vehicle.
• High School diploma or GED certified required.
• Must be able to favorably pass a background check in which suitability of employment is determined.
• One year or relevant experience i.e. secretarial, para-professional, administrative assistant, etc.
• Cheyenne and Arapaho Preference.

SALARY:
Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
Personnel Department
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@c-a-tribes.org
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

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