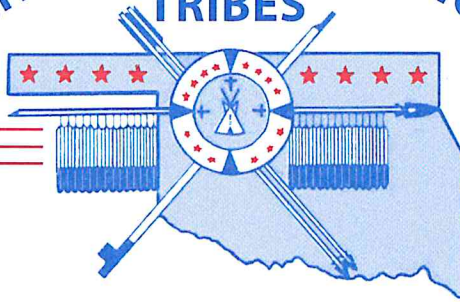


## PERSONNEL

# CHEYENNE & ARAPAHO TRIBES

P.O. Box 167  
Concho, OK 73022  
(405) 422-7498  
FAX (405) 422-8222



## **\*\*VACANCY ANNOUNCEMENT\*\***

**POSITION:** Receptionist  
**PROGRAM:** Indian Child Welfare Program  
**LOCATION:** Concho, OK  
**ISSUE DATE:** August 1, 2019 **UNTIL FILLED**

**GENERAL DESCRIPTION:** Under the direct supervision of the Indian Child Welfare Office Manager, Coordinator, and Executive Director, this individual will be responsible for ensuring that confidentiality is a top priority while assisting families that are involved in the program, effectively communicate with professionals regarding open-juvenile deprived cases, and assist with transporting children to/from visitation with their family, as well as supervising visitation, as needed.

### **DESCRIPTION OF DUTIES:**

- Provide assistance to clients of the various programs of the Department of Social Services
- Regularly review new cases with Office Manager ensure program is in compliance.
- Conduct intake, assessment and case planning services to applicants as assigned
- Responsible for submitting eligibility requests for all ICWA notices sent into the Indian Child Welfare Office.
- Collaborate with other agencies and organizations regarding client need(s) and services
- Provide advocacy and direct services for Cheyenne and Arapaho families and/or other Native American families, as needed.
- Provide written or oral reports on clients to appropriate requesting parties, as needed
- Assist in developing and maintaining client files by quality criteria that is established within the Indian Child Welfare Program
- Assist in locating appropriate resources for families that are in-need; developing positive relationships with service providers in the community, as well as outside of the service area
- Responsible for managing the budget and expenditures of the program.
- Participate in weekly case staff meetings, department staff meetings, Budget meetings, and other meeting pertaining to the Indian Child Welfare Program
- Able to transport clients
- Answer telephones, file paperwork, and assist the Office Manager
- Responsible for keeping the inventory up-to-date, organized, and stored effectively.

- Other duties assigned by the Indian Child Welfare Office Manager, Coordinator, and/or Executive Director

**QUALIFICATIONS:**

- Must possess a high school diploma/GED.
- Be willing to attend training relevant to job position
- **Ability to work flexible hours** and willing to work outside of normal business hours, including after 5:00 PM.
- Must understand and strive to implement the programs goal, objectives, rules, and regulations.
- Possess communication skills, written and oral, to relate to Indian and Non-Indian communities, other agencies and the general public.
- Must be computer literate, possess good writing skills, and be able to communicate effectively.
- Must have the ability to maintain a wholesome and favorable rapport with the general public, tribal members, program directors/coordinators, tribal employees and vendors.
- Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy act as well as other confidentiality regulations.
- OSBI and criminal background check required and be adjudicated appropriately
- Must possess a current Oklahoma Driver's License to operate a government owned vehicle as well as have reliable transportation
- Prefer knowledge of Cheyenne and Arapaho/Native Americans cultures and values
- Ability to work with difficult clientele with various social problems and/or needs.

**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](mailto:atisdale@c-a-tribes.org)

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