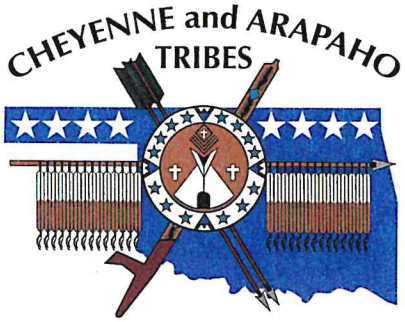
PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****Vacancy Announcement*****

POSITION: **Caseworker**
DEPARTMENT: Indian Child Welfare
LOCATION: Concho, Oklahoma
ISSUE DATE: February 15, 2022 **CLOSING DATE:** Until Filled

DUTIES:
Under the direct supervision of the ICW Coordinator, this position is detailed to the ICW program. The incumbent will assist in the implementation of the Federal Indian Child Welfare Act of 1978. The Caseworker is responsible for providing case management services to clients and the general public

DESCRIPTION OF DUTIES

- Provide advocacy and casework services for Indian families with children in the custody of State or Tribal jurisdiction
- Attend DHS or collateral party meetings and tribal/state court hearings to represent and advocate for children, families and tribal interests concerning Cheyenne & Arapaho children
- Provide assistance to clients of the various programs of the Department of Social Services
- Regularly review cases with supervisors to ensure that programs are in compliance
- Responsible for submission of monthly and quarterly reports to the BIA
- Conduct intake, assessment and case planning services to applicants as assigned
- Collaborate with other agencies and organizations regarding client need(s) and services
- 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
- Provide written or oral reports on clients to appropriate requesting parties when requested appropriately.
- Develop and maintain client files by quality criteria established
- Develop and maintain casework network

- Attend and present to the Adoption Review and Foster Home Certification Committee when necessary
- Conduct/Plan/Co-Facilitate Community Prevention Activities
- Provide crisis intervention to clients, and while on-call, and as necessary
- Develop and maintain casework networks
- Participate in weekly case staff meetings, department staff meetings, BIA Quarterly meetings, and local/area CPT meetings
- Transport clients when necessary
- Answer telephones, file paperwork, and assist caseworkers
- Other duties assigned by the Indian Child Welfare Coordinator and/or Executive Director

QUALIFICATIONS

- Prefer Bachelor's Degree in Social Work or related field preferred; or an equivalent combination of education and experience
- Require one year of experience in professional related experience
- Knowledge and an understanding of the Indian Child Welfare Act of 1978
- **Ability to work flexible hours and willing to work other than normal working hours including weekends, holidays and after 5:00 PM**
- Must have knowledge of crisis theory and interventions
- Must understand and strive to implement the program's goals, objectives, rules and regulations
- Must have basic knowledge of early childhood education and child welfare casework and child abuse and neglect indicators
- Possess communication skills, written and oral, to relate to Indian and Non-Indian communities, other agencies and the general public
- 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
- Prefer knowledge of Cheyenne and Arapaho /Native American cultures and values
- Ability to work with difficult clientele
- Must complete OKDHS Criminal History Review
- Must complete Supplemental Application

CHEYENNE-ARAPAHO INDIAN 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@cheyennandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov