**VACANCY ANNOUNCEMENT **

POSITION: Foster Care Worker  
PROGRAM: Social Services  
LOCATION: El Reno, Oklahoma  
ISSUE DATE: June 30, 2022

CLOSING DATE: Until Filled

GENERAL DESCRIPTION:
Under the direct supervision of the Social Services Coordinator, the Foster Care Worker’s main focus is to recruit tribal foster homes, complete all paperwork for foster and adoptive home to include home study, CANIS search, OBSI search and Federal background check. Foster Care Worker will also assist with civil adoption request from the tribal court. This will include a home visit and a written recommendation from the Foster Care worker and Adoption Committee. These duties are to be performed in accordance with established Federal, Tribal and program laws and guidelines.

DESCRIPTION OF DUTIES
- Communicate with potential foster parents and/or potential adoptive parents, complete home study paperwork, and submit all required paperwork and background checks to the Department of Human Services for eligibility of any type of IV-E foster care reimbursements. Paperwork includes CANIS search, OSBI search and Federal background search.
- Communicate with Supervisor, Indian Child Welfare Caseworkers on status on placement availability
- Conduct bi-annual home visit to each foster home
- Conduct home visit to adoptive homes as deemed necessary by supervisor, the Adoption Committee and Court house.
- Develop and maintain client files by established BIA and program guidelines
- Maintain monthly contact with current foster homes
- Host monthly support group and cultural meetings
- Attend weekly staff meetings with Indian Child Welfare, Child Protection Services and any necessary programs
- Attend monthly meetings and trainings with OKDHS Tribal Foster Care staff
- Attend and host Community Recruitment Activities
- Provide written and oral reports on status of current foster homes and applicants
- Disseminate monthly events, activities, trainings and other information to Foster homes
- Responsible for formulation and submission of monthly, quarterly and annual reports
- Provide accurate list of open, pending and denied foster care homes
- Ensure that foster placements are in compliance with annual recertification
- Attend all necessary trainings needed to process CANIS and OSBI searches.
- Other duties as assigned by Supervisor

QUALIFICATIONS
- Prefer Bachelors 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 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 Drivers 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

**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@cheyenneandarapaho-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