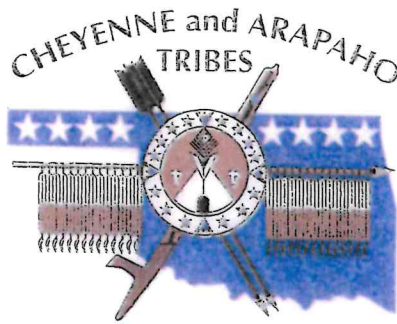


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

****VACANCY ANNOUNCEMENT****

POSITION: Supervised IIM Accounts Caseworker
PROGRAM: Social Services
LOCATION: Concho, OK
ISSUE DATE: June 30, 2022 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION:

Under the direct supervision of the Social Services Coordinator, the Supervised IIM Accounts Caseworker is responsible for providing case management services to clients and the general public. The Supervised IIM Account Caseworker's focus is to ensure Native Americans within the service area receive the education and assistance needed in regards to allegations of financial exploitation of an account holders Individual Indian Monies. This is performed in accordance with established Federal and program guidelines.

DESCRIPTION OF DUTIES:

- Provides oversight and is responsible for the coordination of the Supervised IIM Accounts program.
- Reviews cases with supervisor bi-weekly.
- Responsible for conducting bi-annual home visits with clients and potential clients.
- Investigate all referrals of financial exploitation of an account holders IIM account.
- Collaborates with BIA Concho Agency in determining supervision of IIM accounts.
- Responsible for providing recommendations to BIA Concho Agency on supervision of accounts.
- Responsible for formulation and submission of monthly, quarterly and annual reports.
- Conduct intake, assessment and case planning services to clients as directed
- Collaborate with other Agencies and organizations regarding client need(s) and services.
- Provide advocacy and casework services to Native American families.
- Provide written or oral reports on clients to appropriate requesting parties.
- Develop and maintain client files by quality criteria established.
- Develop and maintain relationships with other agencies, and tribal programs
- Participate in weekly staff meetings, department staff meetings, and BIA meetings.
- Attend court as required and prepare necessary court reports.
- Transport client's when/if necessary.

- Maintains accurate spreadsheet of client information.
- Attends monthly outreach events to disseminate program information to all Native Americans within the service area.
- 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.
- Ability to work flexible hours and willing to work other hours including after 5:00 PM.
- Must understand and strive to implement the program's 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.
- 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 Americans cultures and values.
- Ability to work with difficult clientele with various social problems and/or needs.
- Knowledge of tribal and community resources in order to refer clients to the most appropriate source of assistance.

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