

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Caseworker- Clinton
PROGRAM: HOPE Program
LOCATION: Clinton, OK
ISSUE DATE: August 31, 2022 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION:

Under the direct and supervision of the Caseworker Supervisor and HOPE Director, incumbent will be responsible for applying the guidelines of the HOPE Program on applications. In doing so, the incumbent will exercise judgment as to eligibility requirements, assistance determinations and prevention efforts.

DESCRIPTION OF DUTIES:

- **Maintain Client Confidentiality.**
- Provide intake and assessment skills to applications received by the program.
- Responsible to provide assessments via phone to applicants on other necessary documents.
- Make professional determinations in regards to applicant request and assistance eligibility.
- Document case action for each individual case assessed.
- Will assist in referral making process to other programs.
- All other duties assigned by the HOPE Supervisor or Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be able to follow direction with accuracy and diligence.
- Ability to manage time efficiently.
- Skill in professional judgment in applying program guidelines.
- Knowledge of community resources.
- Ability to present as efficiently as possible.
- Communications skills, both orally and written.

QUALIFICATIONS:

- Prefer Bachelor's Degree in Social Work or related field; or an equivalent combination of education and experience.
- Require two years of experience in professional related field.
- 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 goals, 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 Driver's License to operate Government owned vehicle.
- Prefer knowledge of Cheyenne-Arapaho/Native American cultures and values
- Ability to work with difficult clientele with various social problems and/or needs.
- **Cheyenne-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@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