

## PERSONNEL



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Concho, OK 73022  
405.422.7498  
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### \*\*\*VACANCY ANNOUNCEMENT\*\*\*

**POSITION:** Caseworker  
**PROGRAM:** HOPE  
**LOCATION:** Clinton, OK  
**ISSUE DATE:** October 12, 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 Assistance program on applications. In doing so, the incumbent will exercise judgment as to eligibility requirements, assistance determinations and prevention efforts and the ability to work with difficult clientele.

#### **DESCRIPTION OF DUTIES:**

- **Maintain Client Confidentiality.**
- Provide intake and assessment skills to client applications received by the program.
- Complete required paperwork during in person or telephone interviews.
- Responsible to provide assessments via phone to applicants on other necessary documents.
- Make professional determinations in regards to applicant request and assistance eligibility.
- Apply knowledge of guidelines to applications and advise applicants on other necessary documentation which may be needed.
- Keeps a daily call log of all incoming calls.
- Keeps a daily sign in sheet of clientele.
- Verification and Pledge of client documents with Vendors.
- Document case action for each individual case assessed in One Tribe.
- Completion of client paperwork when expired and close out in One Tribe.
- Will disperse food/gas cards as needed.
- Will rotate with other caseworkers for On-Call Weekend Schedules.
- Will participate in monthly staff meetings and/or training at Concho office.
- Will assist in referral making process to other programs.
- During emergencies, ability to work outside of regular business hours.
- 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](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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