**VACANCY ANNOUNCEMENT**

POSITION:  Case Aide (2)  
PROGRAM:  Indian Child Welfare  
LOCATION:  Concho, OK  
ISSUE DATE:  August 4, 2022  
CLOSING DATE:  Until Filled

GENERAL DESCRIPTION: Under the direct supervision of the Indian Child Welfare Caseworker Supervisor. This individual will be responsible for ensuring that confidentiality is a top priority while assisting families that are involved in the program. This individual will effectively communicate professionally over the phone and in office.

DESCRIPTION OF DUTIES:
- Transporting Clients:
  - Appointments (doctor’s, counseling, intakes, etc.)
  - Placements
  - Court
- Assist Caseworkers with monthly and quarterly in home visits
- Participate in meetings:
  - Weekly department staff meetings
  - Child safety meetings
  - Family team meetings
- Assist program with records management
  - Client Case Files
  - Closed Files
- Assistance in providing clients with social services resources
- Rotate weekend “on-call”
- Other duties assigned
- Attend trainings

QUALIFICATIONS:
- Must possess a high school diploma/GED.
- Ability to work flexible hours and willing to work outside of normal business hours, including after 5:00 PM.
• Must understand and strive to implement the programs goal, objectives, rules, and regulations.
• Must be computer literate, possess good writing skills, and be able to communicate effectively.
• Must have the ability to maintain a wholesome and favorable rapport with tribal members, program directors/coordinators, tribal employees, outside agencies.
• OSBI and criminal background check required
• Must possess a current Oklahoma Driver’s License to operate a government owned vehicle as well as have reliable transportation, must be insurable through the Tribe.
• Prefer knowledge of Cheyenne and Arapaho/Native Americans cultures and values
• Ability to work with difficult clientele with various social problems and/or needs.

**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