

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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VACANCY ANNOUNCEMENT

POSITION: Family Support Specialist
DEPARTMENT: Social Services
PROGRAM: Social Services
LOCATION: Concho, OK
ISSUE DATE: October 29, 2025

OPEN UNTIL FILLED

GENERAL DESCRIPTION: Under the direct supervision of the Social Services Program Director, the Family Support Specialist provides early intervention services to children, adults, and families, including those referred by the courts for guardianship support. This role focuses on preventing crises, supporting stable guardianship arrangements, and strengthening family systems through culturally grounded resources.

DESCRIPTION OF DUTIES:

- Receive and process prevention referrals for children and adults from schools, tribal court, social service agencies, tribal programs, and community members.
- Conduct intake assessments with guardians, family members, and individuals to identify needs, risk factors, and protective factors.
- Develop and implement prevention and support service plans in collaboration with families and individuals.
- Provide referrals to behavioral health, social services, Indian Child Welfare, housing, financial assistance, parenting support or other cultural support programs.
- Monitor and document the well-being of children and vulnerable adults on caseload.
- Provide reports to supervisors and, when necessary, prepare documentation for court proceedings.
- Collaborate with other prevention staff, caseworkers, and program partners.
- Participate in community education and outreach activities to raise awareness of prevention resources.
- Other duties assigned by the Director

QUALIFICATIONS:

- Bachelor's degree with relevant experience considered.
- Experience in prevention, community outreach, or education related to domestic violence, sexual assault, or victim services.
- Strong knowledge of trauma-informed and culturally responsive practices.
- Excellent communication, presentation, and public speaking skills.
- Ability to work collaboratively with community partners and independently lead outreach activities.

- Flexibility to work evenings or weekends as needed for outreach events.
- OSBI and criminal background check required and be adjudicated appropriately
- Must possess a current Oklahoma Driver's License to operate a government owned vehicle as well as have reliable transportation
- Prefer knowledge of Cheyenne and Arapaho/Native Americans cultures and values

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

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Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov