

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Case Aide
PROGRAM: Indian Child Welfare
DEPARTMENT: Social Services
STATUS: Full Time, Permanent
LOCATION: Concho, OK
ISSUE DATE: August 19, 2026

OPEN UNTIL FILLED

GENERAL DESCRIPTION: Under the direct supervision of the Indian Child Welfare Director. 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:

- Assist with Transporting Clients:
 - Appointments (doctor's, counseling, intakes, court hearings, etc.)
 - Placements
 - Supervised visits
- Assist Caseworkers with monthly and quarterly in home visits
- Participate in meetings:
 - Weekly department staff meetings
 - Southern Plains Child Protection Team monthly meetings
 - Permanency meeting
- Assist program with records management
 - Client Case Files
 - Closed Files
 - Kinship reports
 - Program incoming/outgoing mail and mail log
- Assistance in providing clients with social services resources
- Rotate "on-call" schedule for weekends and on call during the week
- Answer telephones, directing calls to appropriate people or programs, and maintain a call log

- Other duties assigned

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