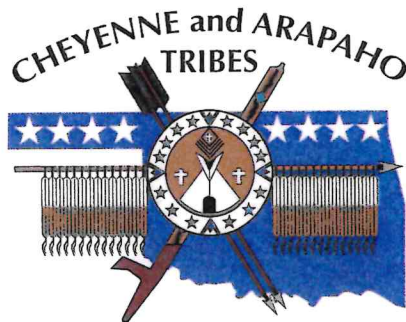


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Caseworker
PROGRAM: Indian Child Welfare
STATUS: Full Time, Permanent
LOCATION: Concho, Oklahoma
ISSUE DATE: August 18, 2026
DEPARTMENT: Social Services

OPEN UNTIL FILLED

DUTIES:

Under the direct supervision of the ICW Coordinator, this position is detailed to the ICW program. The incumbent will assist in the implementation of the Federal Indian Child Welfare Act of 1978. The Caseworker is responsible for providing case management services to clients and the general public

DESCRIPTION OF DUTIES

- Provide advocacy and casework services for Native families with children in the custody of State or Tribal jurisdiction
- Attend DHS or collateral party meetings and tribal/state court hearings to represent and advocate for children, families and tribal interests concerning Cheyenne & Arapaho families
- Provide assistance to clients utilizing the various programs of the Department of Social Services
- Regularly review cases with supervisors to ensure that ICW in compliance
- Responsible for submission of monthly and quarterly reports to the BIA
- Conduct intakes, assessment and case planning services to applicants as assigned
- Collaborate with other agencies and organizations regarding client need(s) and services
- Assist in locating appropriate resources for families that are in-need; developing positive relationships with service providers in the community, as well as outside of the service area
- Provide written or oral reports on clients to appropriate requesting parties
- Develop and maintain client files by quality criteria established
- Develop and maintain casework network
- Attend and present to the Adoption Committee weekly
- Conduct/Plan/Co-Facilitate Community Prevention Activities
- Provide crisis intervention to clients as necessary, and while on-call
- Participate in weekly case staff meetings, department staff meetings, BIA Quarterly meetings, PIP planning meetings, and local/area CPT meetings
- Transport clients when necessary
- Answer telephones, file paperwork, and assist caseworkers
- Other duties assigned by the Indian Child Welfare Directors and/or Executive Director

QUALIFICATIONS

- Prefer Bachelor's Degree in Social Work or related field preferred; or an equivalent combination of education and experience

- Require one year of experience in professional related experience
- Knowledge and an understanding of the Indian Child Welfare Act of 1978
- **Ability to work flexible hours and willing to work other than normal working hours including weekends, holidays, after 5:00 PM and on call after hours**
- Must have knowledge of crisis theory and interventions
- Must understand and strive to implement the program's goals, objectives, rules and regulations
- Must have basic knowledge of early childhood education, child welfare casework, child abuse and neglect indicators
- Possess communication skills, written and oral, to relate to Native and Non-Native 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 a government owned vehicle and be insurable by the Cheyenne and Arapaho Tribes
- Prefer knowledge of Cheyenne and Arapaho /Native American cultures and values
- Ability to work with difficult clientele
- Must complete OKDHS Criminal History Review
- Must complete Supplemental Application

CHEYENNE-ARAPAHO INDIAN 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