



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Caseworker

DEPARTMENT: Administrative & Office Staff

LOCATION: Family Services Building – Tribal Complex

REPORTS TO: Tribal Funded Social Services Director

JOB SUMMARY:

Caseworker is responsible for assisting the Director with rendering services to clients, assessing client needs, and investigating eligibility for assistance from the Tribal Funded Social Services Program, Low Income Home Energy Assistance Program (LIHEAP), and Community Services Block Grant (CSBG).

CORE DUTIES AND RESPONSIBILITIES:

1. Assists Director with receiving applications, collecting supporting documents, and evaluating information to determine client's eligibility for assistance.
2. Performs direct functions, such as researching resources, maintaining records of clients, or arranging meetings and program activities.
3. Contacting clients, advising them about available resources and arranging appointments.
4. Assesses and refers clients to appropriate services including career counseling, training and education, housing and other community supports.
5. Assists Director with conducting home visits as required for client address verification purposes, to assess needs, document client's progress, and make referrals as needed.
6. Assists Director with proper maintenance and records of client case files and program grant files for each fiscal year.
7. Assists Director with gathering client information for presentation to the Wichita Executive Committed, as needed.

8. Responsible for general administration of office such as processing Purchase Requisitions and Payment & Check Vouchers, filing, photocopying, answering telephones and preparing correspondence.
9. Assist Director with proper fiscal management of program funds and guidelines.
10. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Prefer a degree, or be working towards a degree, from a four-year accredited college or university in Social Work or related field, and have at least (2) years of successful full-time paid employment in a social work capacity.
2. Have the ability to interpret and follow program guidelines relating to Tribal Funded Social Services Program, Low Income Home Energy Assistance Program, and Community Services Block Grant.
3. Previous experience in maintaining client program files and have experience supporting clients in a case management setting.
4. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding grant/contract, program, and client matters.
5. Be computer literate and able to operate software for letter processing and spreadsheets.
6. Ability to work independently in a dynamic, complex environment and organize time and workload effectively.
7. Must have knowledge of community agencies and resources, and have the ability to work with the tribal community along with a wide variety of people at local, State and Federal levels.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting from floor, and bending. Frequent near vision use for reading and computer use. Frequent stressful conditions. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment such as a computer, printer, calculator, copy machine, telephone, photographic equipment, etc. Physical demand requirements are at levels of those for sedentary work.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program and personnel matters. Preference for employment shall be given to Wichita Tribal members, descent, relation then qualified Indian applicants.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

EMPLOYEE

DATE

DEPARTMENT SUPERVISOR

DATE

TRIBAL ADMINISTRATOR

DATE

HUMAN RESOURCES DEPARTMENT

DATE

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.