



## WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

**JOB TITLE:** Caseworker (Title IV-B)/Foster Care

**DEPARTMENT:** Administrative & Office Staff

**LOCATION:** Family and Children Services-Tribal Complex

**REPORTS TO:** Family and Children Services Director

**SALARY:** \$14.90 - \$20.24 per hour

**JOB SUMMARY:**

Caseworker is responsible for the completion of activities associated with respective grant's objectives and deliverables. Provides administrative and clerical support and assists the respective programs in all activities and events. This position may work outside of the normal work week.

**CORE DUTIES AND RESPONSIBILITIES:**

1. Responsible for the clients under the Wichita and Affiliated Tribes Title IV-B Program and also includes the clients under the Caddo Nation of Oklahoma until the Bureau of Indian Affairs says otherwise.
2. Assists the Director in carrying out the proposed goals and objectives of the program and maintains data to be used in monthly, quarterly and annual reports.
3. Composes of general correspondence, responses to various types of inquiries and memoranda and other various documents as requested to be signed by Director and maintaining a copy of all outgoing correspondence for filing.
4. Determines eligibility for assistance based on program guidelines and prepare a timely response when assistance is approved; make referrals to other departments and to outside resources that can meet the needs of the family being assisted.
5. Creates and maintains client case files after applicant has been approved for services; create case plans and documents progress. Case documentation will consist of client's progress towards

achieving stability and will be organized by date, time, person contacted and other pertinent information in narrative form.

6. Creates and maintains foster parent files accordingly.
7. Performs comprehensive case management by identifying the issues, needs and factors pertinent to each case; referring clients to outside services, conducting family assessments and home visits.
8. Transports client and family members for various reasons (appointments, counseling, job interviews, purchases, etc.).
9. Assists in preparing and/or conducting home studies for foster parent applicants and prepares them for review to Director and approval for certification by the Foster Care and Case Review Board (FCRB).
10. Assists the Director in recruiting individuals to become foster parents, providing and/or coordinating training to foster parents, and referring those interested in becoming a Therapeutic Foster Parent to appropriate resource for training.
11. Assists callers with answers to routine questions regarding programs, refer more complex calls to Director or other appropriate staff and maintain a log of all incoming/outgoing calls on a daily basis.
12. Performs other duties as assigned or as required to fulfill program objectives.

### **EDUCATION AND EXPERIENCE:**

1. Associate's Degree in Sociology, other related field is preferred from an accredited college or university and/or a combination of other continued education. However, professional training, on-the-job training and/or work experience may substitute for one year of college. The experience and training must be documented by previous work experience, and a copy of college transcripts is required to document education.
2. Have the ability to interpret and follow program guidelines relating to Title IV-B Programs (Child Welfare Services and Promoting Safe and Stable Families), foster care and related child welfare programs.
3. Be computer literate and able to operate software for letter processing and spreadsheets. Must have the ability to organize and maintain clear and concise records. Must be knowledgeable in Microsoft Word, Excel, and PowerPoint database.
4. Must have ability to establish close liaison with collateral contacts, court personnel, service providers and persons involved in various aspects of child abuse and neglect, including such factors as sexual abuse, assault, substance abuse and domestic violence.

5. Must have communication skills, both oral and written, to interact with staff, clients, officials, funding agencies, other individuals regarding grant/contract, program and client matters.
6. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
7. Must possess a valid Oklahoma State Driver's License and successfully pass a drug-screening test; must pass an OSBI and criminal background investigation in accordance with P.L. 101-630, Section 408 (a) & (b) - cannot have any convictions related to drugs, felonies, or crimes against a child.

**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, covid-19 test and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality regarding program. Indian Preference applies. Must be able to work flexible hours and willing to work after 5:00 PM and on weekends when necessary. Direct Deposit is required.

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

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**EMPLOYEE**

\_\_\_\_\_  
**DATE**

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**DEPARTMENT SUPERVISOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**CHIEF OPERATIONS OFFICER**

\_\_\_\_\_  
**DATE**

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**HUMAN RESOURCES DEPARTMENT**

**DATE**

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*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.*