



# VACANCY ANNOUNCEMENT

## Caseworker (Title IV-B)/Foster Care

<b>OPENING DATE:</b>	03/31/2023	<b>CLOSING DATE:</b>	04/15/2023
<b>SUPERVISOR:</b>	Indian Child Welfare Director	<b>SALARY:</b>	TBD
<b>LOCATION:</b>	Family and Children Services Building-Tribal Complex	<b>STATUS:</b>	Regular Full-Time

### 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.

### DUTIES AND RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- Creates and maintains foster parent files accordingly.
- 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.
- Transports client and family members for various reasons (appointments, counseling, job interviews, purchases, etc.).
- 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).
- 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.
- 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.
- Performs other duties as assigned or as required to fulfill program objectives.

### EDUCATION AND EXPERIENCE

- 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.

- 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.
- 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.
- 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.
- 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.
- Proven ability to work well with Indian families and children, and must have positive human interaction skills.

### **REQUIREMENTS**

Must possess a valid Oklahoma Driver's License.  
This position requires a successful background check and drug screening.

### **APPLICATION PROCEDURE**

Submit Wichita Tribe Application + Copy of valid Oklahoma state driver's license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to:

**Submit To E-mail:** [Humanresources@wichitatribe.com](mailto:Humanresources@wichitatribe.com)

**OR drop off at:** 414 Wichita Circle, Anadarko OK 73005

**Phone:** 405-247-2425

### **EMPLOYMENT PREFERENCE**

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

### **BENEFITS**

No cost self-only health, vision and dental insurance.  
SIMPLE IRA, 3% Tribal matching contribution.  
Vacation and sick leave.  
Paid holiday leave.