

# VACANCY ANNOUNCEMENT

## ICW CASEWORKER



<b>OPENING DATE:</b>	03/31/2023	<b>CLOSING DATE:</b>	Open Until Filled
<b>SUPERVISOR:</b>	Indian Child Welfare Director	<b>SALARY:</b>	
<b>LOCATION:</b>	Family 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. This position is on-call 24-hours a day.

### DUTIES AND RESPONSIBILITIES

- Primarily responsible for the clients under the Wichita and Affiliated Tribes Indian Child Welfare (ICW) Program.
- Responsible for the composition of general correspondence, responses to various types of inquiries and memoranda, court reports and other various documents as requested to be signed by Director and maintaining a copy of all outgoing correspondence for filing.
- Confirm eligibility for enrollment of children who have been referred or who may be receive services through the programs and prepare a timely response when eligibility verification is received; create and/or maintain Referral File.
- Create and maintain client case files in central location after applicant has been approved for services; document all client activity by date, time, person contacted, and other pertinent information on narrative form.
- Perform comprehensive case management by identifying the issues, needs, and factors pertinent to each child welfare case; referring clients to outside services and performing active efforts for reunification. Conduct family assessments, homestudies and monthly home visits.
- Assists in finding placement for child(ren) in State and/or Tribal custody by: gathering information and preparing a list of extended family members, contacting available foster homes or other residential facilities.
- Appear at scheduled hearings involving children alleged to have been abused or neglected, provides advocacy, and keep biological/foster parents informed of upcoming court dates.
- Prepare case plans, service agreements, referrals to other agencies for needed client services, monitor case and prepare progress reports and/or obtain progress reports from other resource agencies.
- Transport family members for various reasons (appointments, purchases, etc.) when needed and children in Tribal custody to new placements; may also have to transport children to various appointments when foster parents are not available.
- Consult with Director, appropriate CFR staff (for legal guidance in regards to intervention and transfer of Tribal Child Welfare matters occurring under State Jurisdiction) and BIA Child Protection workers for any matters related to child welfare as needed.
- Assist 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.
- Will be the liaison for compliance with the Tribal/State Agreement for Foster Care Reimbursements; will be responsible for processing required paperwork to appropriate agency for starting foster parent reimbursements, terminating foster parent reimbursements, and any other asks relative to foster parent reimbursements.

### EDUCATION AND EXPERIENCE

- Possess a Bachelor’s Degree in Sociology, Psychology or related field from an accredited College or University. Education, training, and work experience in child welfare casework, child abuse and neglect indicators may substitute for college degree, in part.
- Must have at least three (3) years of experience in an Indian Child Welfare, Social Services, or equivalent program.
- Have the ability to interpret and follow program guidelines relating to Indian Child Welfare, Promoting Safe and Stable Families, Child Welfare Services, Foster Care, and related programs.
- Knowledgeable of court procedures, legal terminology, case management, and have some knowledge of Federal, State, and Tribal laws pertaining to child welfare and litigation proceedings.
- 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 abuse.
- Must have communication skills, both oral and written, to interact with staff, clients, officials, funding agencies, and other individuals regarding grant/contract, program, and client matters.
- Be computer literate and able to operate software for letter processing and spreadsheets.
- 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.