

# VACANCY ANNOUNCEMENT

## Social Services Caseworker



<b>OPENING DATE:</b>	03/27/2023	<b>CLOSING DATE:</b>	04/10/2023
<b>SUPERVISOR:</b>	Social Services Director	<b>SALARY:</b>	TBD
<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.

### DUTIES AND RESPONSIBILITIES

- Primarily responsible for the clients under the Wichita and Affiliated Tribes Guardianships and Children and Adult Protective Services.
- Assists the Director in confirming eligibility and conduct home visits for clients who have applied for General Assistance services to confirm address verification purposes, to assess needs, documents client’s progress, and make referrals as needed.
- Assists the Director with receiving applications, collect supporting documents, and evaluate information to determine client’s eligibility for assistance, and make referrals as needed.
- Assists the Director in carrying out the proposed goals and objectives of the Social Services Program and maintain data to be used in monthly, quarterly, and annual reports to be used for grant reporting purposes.
- Prepares and maintains accurate records of required case documents, schedule of upcoming court dates and visitations, writes court reports, and general correspondence.
- Appear at scheduled court hearings and be able to testify when required. Provides advocacy for guardianship cases, CPS, and APS cases while expressing the best interest of the tribal child(ren) or tribal adult in active custody.
- Prepare case plans, service agreements, referrals to other agencies, monitor case and prepare progress reports for court proceedings.
- Assist the director with court ordered supervised visitations. Make home visits, referrals for Guardianship cases and IIM accounts
- Provide assistance to State Agency workers for adult abuse and neglect referrals involving Tribal members and provide welfare checks as needed.
- Create and maintain client case files in central location after applicant has been approved for services; document all client activity by date, person contacted and other pertinent information in narrative form.
- Responsible for general administration of office such as processing purchase requisitions, check vouchers, filing, photocopying, answering telephones, and preparing correspondence.
- Serves as the Tribe’s Representative and attends meetings and trainings deemed necessary, and acts as a liaison between the clients and all pertinent medical, legal, and other agencies.
- Works closely with all related tribal programs, medical facilities, law enforcement, and legal agencies in order to establish and maintain solid affiliations and communications.
- Provides curbside assistance to clients while adhering to all COVID-19 safety measures, practicing and enforcing social distancing.
- Being able to work efficiently, under pressure and adapt to difficult conditions.
- Perform any additional job duties that may be implemented as needed to assist those that have been financially affected by COVID-19 as well as keeping the general public and employees’ safe.

### EDUCATION AND EXPERIENCE

- Possess a High School Diploma or GED.
- Prefer a degree, or be working towards a degree in Social Work or related field from an accredited College or University. Education, training, and work experience in Child and Adult Protective Services or Guardianships may substitute for college degree, in part.
- Must have at least two (2) years of work experience in Social Services, Guardianships, or related programs.
- Previous experience and 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.
- Knowledgeable of court procedures, legal terminology, case management, and have some knowledge of laws pertaining to children and adult protective services and guardianship proceedings.
- 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.
- Be computer literate and able to operate software for letter processing and spreadsheets.
- Proven ability to work well with families and children, and must have positive human interaction skills in which promotes safe and stable families and related programs.

### 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.