

Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Case Worker Aide
Position Number: 4438
Department: Social Services
Location: Complex
Issuing Date: May 4, 2009
Closing Date: Until Filled



Mailing Address:
RR 1 Box 721
Perkins, OK 74059

Fax: (405)547-1092
jobs@iowanation.org

Phone(405)547-2402
<http://www.iowanation.org>

Equal Employment Opportunity Statement

The Iowa Tribe of Oklahoma does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability status in employment. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

SUMMARY: The caseworker aide shall provide and assist with case management in child care and social services program. Home based intervention services and prevention activities shall be provided to current cases. Skills in outreach, referrals, networking, and recordkeeping are necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Performs casework on families and children receiving child care services and social services.
- Assists with recordkeeping on current cases, provides information on procedural process on cases, updating files on preventive cases.
- Assists supervisors in planning preventive activities for children and their families
- Gathers information and networking with other service providers in the service area on behalf of clients.
- Completes other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associates degree minimum, bachelors degree preferred. At least two years experience in child care, child development, or social work settings. Excellent interpersonal skills with clients and the general public.

REASONING ABILITY

Respectful, knowledgeable, and have an understanding of tribal cultures, customs, beliefs, values, and social systems.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid Oklahoma drivers' license and be insurable by the Tribe's insurance provider. Must pass a FBI background check with no convictions involving children. Successful applicant must submit to and pass a drug screen as a condition of employment.