



# KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

<b>Position Title:</b> Child/Adult Protection Caseworker	<b>Department:</b> Social Services
<b>Opening date:</b> 3/10/2025	<b>Closing date:</b> OUF
<b># of vacancies:</b> 1 Full-time	<b>Location:</b> Kiowa Tribal Complex, Carnegie

## POSITION DETAILS:

<b>Status:</b> Full-time	<b>Reports to:</b> Social Services Director
<b>Classification:</b> Non-Exempt	<b>Salary Range:</b> \$23.00 per hour - \$25.00 per hour
<b>Division:</b> Health & Human Services	

**JOB SUMMARY:** Under the direct supervision of the Social Services Director. This position is responsible for the follow-up on all referrals made by the courts, law enforcement, or other verifiable source regarding any adult or child protection incidents that may occur on Kiowa trust land. Incumbent, along with the GA caseworker, shall investigate all referrals made to the KT Child/Adult Protective Services. This shall include the provision of all casework management, providing emergency placement services as needed, and monitoring of the case to ensure appropriate follow-up or until the case is transferred to another entity or program. This position may also assist with other components of the P.L. 93-638 contract and includes oversight of all tribal guardianship cases, whether through State or CFR court, as necessary. Incumbent shall also assist the GA caseworker when doing home visits and vice-versa. Other duties may be delegated to this position by the program director when not occupied with C/AP or GA cases.

## RESPONSIBILITIES:

- Shall be the primary point of contact regarding any referrals for child or adult protective services on Kiowa Trust property.
- Shall oversee all tribal guardianship cases originating in state, tribal or CFR court, as necessary
- Incumbent shall receive, evaluate, and investigate every referral concerning a child or adult that may have been subject to abuse and/or neglect (physical, emotional, sexual, financial, etc.) originating on Kiowa trust property.
- Shall determine if a referral is substantiated and determined if emergency removal is required. If necessary, transport any child or adult for emergency placement or services as deemed necessary.
- Individual shall then complete the initial investigation report and provide recommendations to the court as to any findings of allegations.
- Shall maintain a weekly/monthly log of referrals made to CPS, needed to complete the Director's monthly report on CPS to the funding agency.
- Shall maintain accurate narratives in client files to include any phone calls, written correspondence, reports to the court, additional referrals made on behalf of the client, etc.
- Shall continue to maintain all client files and update as necessary in preparation for BIA annual review of records.
- Will assist in the accurate narratives in client files to include any phone calls, written correspondence, reports to the court, additional referrals made on behalf of the client.
- Will assist in the preparation, gathering, and maintenance of all other statistical information for required programmatic reports related to the program to be submitted through the Director to the funding agency.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](http://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Will ensure that all Social Services clients receive the appropriate assistance or referral for needed services and prepare payment vouchers, if needed, for any other client services.
- Will assist tribal members in the completion of any program applications or court forms if needed.
- Shall maintain strict confidentiality in regards to all client records/files, specific case information, and any personal information that may be included in client records or pertaining to any current case. Any breach of confidential information shall be grounds for immediate termination.
- Should be knowledgeable of jurisdictional requirements as they pertain to specific applications or services, in addition to all applicable state and federal laws specific to 25 CFR, Subchapter D, Part 20.
- Should be able to work effectively with the general public, law enforcement, officers of the court, and other service providers as needed.
- Will perform and/or assist with any other general office duties as assigned by the program director.

#### **QUALIFICATIONS:**

- Bachelor's Degree in Social Work, Sociology, Criminal Justice, or related field. Associate's degree may be considered but the applicant must have a minimum of (5) years working experience in Child/Adult Protection or a related field of social work.
- Must be knowledgeable of software applications, specifically Microsoft Word and Excel.
- Must be a quick learner and able to work independently with minimal supervision.
- Should have knowledge of efficient casework management, jurisdictional issues, legal terminology, and applicable CFR codes as they apply to program services.
- Ability to always deal effectively with clients in a polite and efficient manner

#### **REQUIREMENTS:**

- Must possess a valid Oklahoma State Driver's license.
- No felony convictions for a violent crime, crimes against a person or crimes involving children.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Must pass a FBI Background check and not have any child welfare history in accordance with PL 101-630 Indian Child Protection and Family Violence Prevention Act.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy.
- Willing and able to work any shift as directed or needed.
- Should possess excellent computer skills, specifically Microsoft Word and Excel, be well organized and possess specific knowledge of effective case management practices
- Must have reliable transportation.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Incumbent should be able to work well in a fast paced environment, deal effectively with the public and possess the ability to handle stressful or difficult situations in an expedient manner.
- Must work effectively with all state and federal court systems, state and tribal adult and child protection workers or agencies, and law enforcement agencies.
- Should have the ability to work unsupervised, independently, with the ability to make informed decisions.

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