



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-011	Opens: 11/22/2023
Position Title: ICW Apache Caseworker	Closes: 12/07/2023
Salary Rate: \$16.00 to 19.00/Non-Exempt	Duty Location: Anadarko, OK

JOB SUMMARY

The ICW Apache Administrative Assistant works under the general supervision of the Kiowa ICW Director. The Administrative Assistant Processes the Apache Administration Assistant maintains required documents for the Apache ICW tribal enrollment verifications for Apache children for Tribal State, and Out of State agencies regarding child welfare inquiries.

Goal: The ICW Administrative Assistant shall be knowledgeable of the principals and practices of child abuse and neglect issues, basic court procedures, current program/applications and must be familiar with the 25 C.F.R. Part 23 ICW Act, U.S.C. 1901.

Reports To: Kiowa ICW Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High school diploma or GED required.

- Answer and screen telephone calls in a professional and timely manner, accurate messages with professionalism and courtesy.
- Picks up mail and distributes internal/external mail; overnight packages.
- Reviews certifies documents according to the court system: Court of Federal Regulations, Court of Indian Offenses, Tribal, State, and Out of State.
- Maintains legal records, documents, and forms in the client's case files.
- Prepare data reports in excel.
- Assist with the main office reception with walk in clients to provide ICW information.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.
- Must have an understanding of the Kiowa and Apache Tribal Government structure and Kiowa/Apache cultural kinship system.

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.