

Indian Child Welfare Case Aide

The Seneca Cayuga Nation is accepting applications for a **Indian Child Welfare Case Aide**, which is directly supervised by the ICW Director. In compliance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy, consideration shall be given to upgrading existing staff in accordance with the Nation's Career Development Plan, however all other applications/resumes will also be accepted for this position in order to satisfy the immediate need. Under the direct supervision of the ICW Director, the Indian Child Welfare Case Aide will be responsible for performing secondary case activities to assist the ICW Director in completing case management responsibilities. Activities may include, but not limited to, interviewing applicants, making copies of files and completing referral applications, obtaining signatures, transporting children and adults who are included in the case plan activities, supervising visits and recording interactions between visiting parties, assisting in physical placement of children, obtaining and filing legal paperwork, scheduling appointments and other duties as assigned. Must accomplish the ICW Department's strategic objectives by investigating incoming referrals with continued ongoing services to Seneca-Cayuga Tribal families. This job is responsible for the general well-being and best interest of Native American children in state custody or that are placed out of the home in state or tribal foster homes, kinship placement or adoptive homes. Maintains confidentiality of all privileged information.

Qualifications and Requirements: High School Diploma or GED. An additional three (3) years experience working with children or in child welfare. Must possess a valid driver's license with a driving history verified through a motor vehicle report that meets requirements for Seneca-Cayuga Nation. Must meet and maintain pre-employment and periodic background investigation and adjudication for child care. Must have a personal vehicle available at all times to perform the work required by this position. Strong organizational, problem-solving, and analytical skills; able to manage priorities and work flow. Ability to: maintain professional office manners, communicate effectively, verbally and in writing; follow written and verbal instructions; prioritize tasks. Establish and maintain effective working relationships with varied backgrounds on a professional level without prejudice that relate to the needs of children, and capability to deal with family members. Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis may be required.

Selected applicant will be required to complete a drug screen and submit to a background check. Resumes with applications may be submitted to cbrown@sctribe.com or clewis@sctribe.com . Applications are available at 23701 South 655 Rd. Grove, OK 74344 or online at www.sctribe.com.

Tribal/Indian Preference will be observed in the filling of this position. Open until filled.

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