

Kickapoo Tribe of Oklahoma



NOTICE OF VACANCY

EMPLOYMENT: Case Manager

DEPARTMENT: Child Support Program

STATUS: 1 Full-Time

DEADLINE: July 19 2011, by close of business 5:00pm

JOB DESCRIPTION

The Kickapoo Tribe of Oklahoma is seeking one (1) Child Support Case Manager. Successful candidates shall be responsible for the oversight of all stages of case management, performs paternity and child support establishment processes, enforcements and modification processes, assures coordination of other staff for efficiency, accuracy and timeliness and functions as liaison to the local CSED agency for cross-referencing case information with the state system. Successful candidate shall assess child support cases to determine appropriate actions to be taken and respond to routine inquiries and complaints regarding child support cases.

MINIMUM REQUIREMENTS:

- (1) **Education:** Bachelor's degree preferred in Social Work and or an equivalent combination of education and experience in social work or child support enforcement.
- (2) **Skills:** All applicants must have excellent clerical and computer skills with emphasis on Office software, ability to coordinate schedules and have excellent communication skills, both written and oral.
- (3) **Requirements:** Must possess documents that establish both identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete and OSBI background investigation. English language and Kickapoo language are a necessity.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource
P.O. Box 70
McCloud, OK 74851

or by fax: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates in accordance with Title 25, U.S. code Section 472 and 473. Kickapoo Tribe of Oklahoma is Equal Opportunity Employer.