

Kickapoo Tribe of Oklahoma



NOTICE OF VACANCY

EMPLOYMENT: Child Protection Worker

DEPARTMENT: Indian Child Welfare

STATUS: 1 Full-Time

DEADLINE: June 15 2011, by close of business 5:00pm

JOB DESCRIPTION

The Kickapoo Tribe of Oklahoma is seeking one (1) Child Protection Worker. Successful candidates shall be familiar with the Indian Child Welfare Act (ICWA). Candidate must be able to work with preventive services, service agencies, and law enforcement. The Child Protection Worker must have the ability to multitask, have flexible work schedule, organized skills, and good time management. Candidate shall be familiar with courtroom protocol procedures. Must be able to maintain a high level of confidentiality

MINIMUM REQUIREMENTS:

- (1) **Education:** Bachelor's degree preferred in child welfare or Associates degree with five years experience.
- (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
McLoud, 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.