

**KICKAPOO TRIBE OF OKLAHOMA****NOTICE OF VACANCY**

EMPLOYMENT: Case Manager

DEPARTMENT: Child Support Program

STATUS: 1 Full-Time

DEADLINE: August 26, 2011 by close of business 5:00 PM.

**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 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 communications skills, both oral and written. **Must be able to maintain a high level of confidentiality.**
- (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 an OSBI background investigation if needed. English and Kickapoo language preferred but not required.

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

Kickapoo Tribe of Oklahoma  
Attn: Human Resource                      or by fax at: (405) 964-7046  
PO BOX 70  
McLoud, OK. 74851

*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 an Equal Opportunity Employer.*