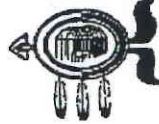


KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Tribal Caseworker

DEPARTMENT: Social Service

STATUS: 1 Full-Time

DEADLINE: June 7, 2010 by close of business 5:00 PM.

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking one (1) Tribal Caseworker who will be responsible for processing all requests for tribal assistance according to guidelines developed and adopted by the Business Committee for making Tribal Assistance payments to eligible Kickapoo Tribe of Oklahoma members. This position will also serve as the assistant to the Social Services Director and will be responsible for tracking administrative expenditures and performing other administrative functions for the Social Services Department.

MINIMUM REQUIREMENTS:

- (1) **Education:** Business or vocation training with high school diploma or GED and two years work related experience required.
- (2) **Skills:** All applicants should be current with Microsoft Windows and general computer knowledge. Must possess the ability to work effectively with appropriate communication skills both written and orally. **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.