



Federally Recognized
October 3, 1950

**UNITED KEETOOWAH BAND
of CHEROKEE INDIANS in OKLAHOMA**

P.O. Box 746 · Tahlequah, OK 74465
18263 W. Keetoowah Circle · Tahlequah, OK 74464
Main line: 918-871-2800 · Fax: 918-414-4000
www.ukb-nsn.gov

COUNCIL

Joe Bunch
CHIEF
O'E@G.ā

Jeff Wacoche
ASSISTANT CHIEF
W.F.ŋ SVS O'E@G.ā

Joyce Hawk
SECRETARY
J.A.āP.āD.V

Sonja Gourd
TREASURER
DSW D.S.ŋ.ā

Vacant
CANADIAN
D.h.J.F. D.J.ā

Cliff Wofford
COOWEESCOOWEE
J.O.āD.J.O

Vacant
DELAWARE
D.T.O.ā.J

Frankie Still
FLINT
Ĥ.O.āD.S.G.T

Willie Christie
GOINGSNAKE
T.O.Ĥ D.O.T

Peggy Girty
ILLINOIS
Ĥ.ā.T

Charles Smoke
SALINE
A.S.ā.D.V

Junior L. Catron
SEQUOYAH
Ĥ.V.ā.R

Terry Kingfisher
TAHLEQUAH
Ĥ.P.T

Internal/External Announcement:

Opening Date: 1/3/2025

Closing Date: 1/10/2025

Applications can be obtained and then submitted using the information listed above or by email: mdowning@ukb-nsn.gov

Job Title: Prevention Specialist

Department: Indian Child Welfare

Location: UKB Tribal Complex – Tahlequah

Reports To: Indian Child Welfare Director

Status: Full-Time, Non-Exempt

Pay: BOE (Grant Funded – 1 year)

Summary of Duties and Responsibilities

The Prevention Specialist is responsible for the implementation of a prevention parenting program for our ICW families. The Prevention Specialist will be responsible for developing program goals and objectives, plan cultural activities, gather data and report to the ICW Director. The Prevention Specialist will also coordinate a Child Protection Team, administer an ACE (Adverse Childhood Experience) Screening, conduct staff and family training, and provide services to at-risk children and families.

Minimum Qualification Requirements

1. Must pass a background check prior to employment. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, child welfare, neglect, or endangerment or any offenses related to dishonesty or theft.
2. Must comply with all Health policies established by the Tribe.
3. Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage a case workload.
4. File and records management.
5. Child Welfare experience preferred.
6. Meets with and services our at-risk families to prevent removal of children.
7. Always maintain a high level of ethical standards.
8. Proven ability, in prior positions, to exercise good judgement in stressful situations.
9. Excellent attendance record in previous positions.
10. Excellent employment references from previous positions.
11. Ability, aptitude, and willingness to work consistently in a professional manner.
12. Must maintain absolute confidentiality of sensitive information.
13. Ability to keep legible and accurate records.



Federally Recognized
October 3, 1950

**UNITED KEETOOWAH BAND
of CHEROKEE INDIANS in OKLAHOMA**

P.O. Box 746 · Tahlequah, OK 74465
18263 W. Keetoowah Circle · Tahlequah, OK 74464
Main line: 918-871-2800 · Fax: 918-414-4000
www.ukb-nsn.gov

COUNCIL

Joe Bunch
CHIEF
O'EOGA

Jeff Wacoche
ASSISTANT CHIEF
WPA SVS O'EOGA

Joyce Hawk
SECRETARY
JAAP OY

Sonja Gourd
TREASURER
DSW DSAA

Vacant
CANADIAN
DHJF DJF

Cliff Wofford
COOWESCOOWEE
JQOJQ

Vacant
DELAWARE
DTOAI

Frankie Still
FLINT
LOOBSGT

Willie Christie
GOINGSNAKE
TOL DOT

Peggy Girty
ILLINOIS
LQAT

Charles Smoke
SALINE
ASOY

Junior L. Catron
SEQUOYAH
BVAH

Terry Kingfisher
TAHLEQUAH
LPT

- 14. Ability to establish and maintain effective working relationships with other employees, staff, and the public.
- 15. Ability to work independently and as part of a team.
- 16. Performs other departmental duties as assigned.

Education/Experience

- 1. Bachelor's degree in social work or related field or, one to two years of child welfare work experience.
- 2. Must possess and maintain a valid US Driver's license with a clean driving record.
- 3. Must pass a drug test.

Physical Requirements

- 1. Prolonged periods sitting at a desk and working on a computer.
- 2. Travel will be required both in-state and out of state.

Supervisory Responsibilities

None.

UKB and Tribal preference applies.

An applicant may be asked to participate in an interview to establish whether he/she meets the minimum qualifications. Interviews do not create a right to employment and provide no promise or guarantee of employment with the Tribe. The United Keetoowah Band of Cherokee Indians in Oklahoma reserves the right to hire according to its Indian Preference Policy. Applicants are subject to a pre-employment drug test and at-random testing following employment. Positions with the United Keetoowah Band of Cherokee Indians in Oklahoma are subject to a 60-day introductory period. To apply, submit an application, resume, and signed position description no later than 4:00 pm on the closing date to: Human Resources Department, 18300 W Keetoowah Circle Tahlequah, OK 74464 or to mdowning@ukb-nsn.gov or via fax at (918)414-4005. For more information, visit our website at www.ukb-nsn.gov Sign below stating you have read the above job description and fully understand the qualifications, duties and responsibilities required of this position. Sign and Return job description with application packet. Application packets are not maintained after the position is filled. A new application is required for each position applied for.

Applicant Signature

Date