



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

Jeff Wacoche
CHIEF
O'EŌGĀ

Amos Ketcher
ASSISTANT CHIEF
W'P'Ō SVS O'EŌGĀ

Caleb Grimmatt
SECRETARY
JAŌP'ŌŌV

Sonja Gourd
TREASURER
DSW D'SĪS

Vacant
CANADIAN
DhJ'F DĪŌ

Cliff Wofford
COOWEESCOOWEE
JŌŌJŌ

Tishaleta Gueverra
DELAWARE
DĪŌŌĪ

Frankie Still
FLINT
ŌŌŌS'GT

Willie Christie
GOINGSNAKE
TŌŌ DŌT

Janelle Adair
ILLINOIS
ŌŌAT

Charles Smoke
SALINE
ASŌŌV

Donald Adair
SEQUOYAH
D'Ō'Ō

Sammy Allen
TAHLEQUAH
ŌP'T

Internal/External Announcement

Opening Date: 3/04/2025
Closing Date: 3/11/2025
Applications can be obtained and then submitted using the information listed above or by email:
m Downing@ukb-nsn.gov

Position Title: ICW Caseworker
Department: ICW
Location: UKB Tribal Complex – Tahlequah
Reports to: ICW Director
Status: Temporary, Full-Time, Exempt
Pay: BOE

Summary

Provides direct services to Indian families involved in court related child abuse/neglect issues. Identifies those families through referrals, court notices, and self-referred clients. Monitors court cases to ensure compliance of the Federal Indian Child Welfare Act (ICWA) and advocates for the Indian children involved. Recruits/trains UKB foster and adoptive home resources. Provides transportation for clients to court, medical appointments, and visitations. Manages a caseload and provides professional judgements about family situations to determine safety and risk factors to ensure the physical and mental well-being of the UKB child is being met and recommends appropriate level of intervention, facilitates or participates in meetings, such as Family Team Meetings and Multi-disciplinary Team Meetings. Performs other duties as assigned.

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. Always maintain a high level of ethical standards.
7. Proven ability, in prior positions, to exercise good judgement in stressful situations.
8. Excellent attendance record in previous positions.
9. Excellent employment references from previous positions.
10. Ability, aptitude, and willingness to work consistently in a professional manner.
11. Must maintain absolute confidentiality of sensitive information.
12. Ability to keep legible and accurate records.
13. Ability to establish and maintain effective working relationships with other employees, staff, and the public.
14. Ability to work independently and as part of a team.
15. 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.



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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