



Kickapoo Tribe of Oklahoma JOB OPENING

Job Title: Director Indian Child Welfare Administration **Department:** Kickapoo Tribal
Salary: Depending on Qualifications
Open: November 27, 2017 **Closing Date:** Open Until Filled

DESCRIPTION:

This position organizationally falls under the Tribal Administration Department of the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday; 8:00 A.M. to 5:00 P.M., or as may be needed to provide efficient operations to serve the community. The purpose of this position is for the Indian Child Welfare (ICW) Director to supervise and oversee the operations and the ICW staff; this includes but is not limited to planning, directing and coordinating the overall management of the ICW Department as well as ensure compliance with the Indian Child Welfare Act (ICWA). Preview and evaluate the department and establish policies and procedures to keep the Indian Child Welfare Department in compliance with state and federal regulations for the Kickapoo Tribe of Oklahoma including matters relating to child protective cases, adoptions, guardianships, termination of parental rights, voluntary placement of children, and foster care compliance. This Director is responsible for advocating for the best interests of Tribal children and promoting the general welfare need of Tribal children.

FOR A FULL JOB DESCRIPTION – PLEASE CONTACT THE HUMAN RESOURCE DEPARTMENT

QUALIFICATIONS:

1. Must have knowledge of methods, principles, practices of child welfare management and able to communicate orally and in writing with a diverse variety of people and agencies.
2. Ability to comprehend the broad scope of child welfare programs and their inter-relationships with other tribal, federal, state and local programs.
3. Must have a valid, unrestricted driver's license and ability to travel within the six county service area or to necessary training.
4. Will be subject to a background clearance, must not have any convictions.
5. Ability to speak the Kickapoo language, preferred.

EDUCATION AND/OR EXPERIENCE:

Bachelors Degree in Social work preferred. At least five years of progressive experience in child welfare administration with demonstrated competency in the management and direction of effort in a Native American community which will provide the knowledge, skills, and/or abilities including but not limited to communication and writing skills, professional working relationships, with family support services entities, child advocacy with emphasis on abuse prevention and awareness, legal training, data and record keeping, and experience with placement and monitoring of foster care homes.

Interested applicants should submit a Kickapoo Tribe of Oklahoma Employment Application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resources
PO BOX 70
McLoud, OK. 74851

or by fax at: (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 an Equal Opportunity Employer.

The Kickapoo Tribe of Oklahoma is a Drug-free Workplace and an At-Will Employer

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