



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

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Amos Ketcher
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Caleb Grimmatt
SECRETARY
JAƉƉƉƉ

Sonja Gourd
TREASURER
DSW DƆƆƆ

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Cliff Wofford
COOWEESCOOWEE
JƉƉƉ

Tishaleta Gueverra
DELAWARE
DƉƉƆ

Frankie Still
FLINT
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Willie Christie
GOINGSNAKE
TƉƆ DƉT

Janelle Adair
ILLINOIS
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Charles Smoke
SALINE
ASƉƉ

Donald Adair
SEQUOYAH
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Sammy Allen
TAHLEQUAH
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Internal/External Announcement

Opening Date: 04/30/2026

Closing Date: 05/07/2026

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

Job Title: Intake/Resource Case Manager I, Healing to Wellness Court

Department: Tribal court

Location: UKB Tribal Court – Tahlequah

Reports To: Tribal Court Administrator

Status: Full-Time, Non-Exempt

Pay: BOE

Summary

The mission of UKB's Juvenile Healing to Wellness Court is to strengthen families and communities by empowering youth to resolve conflicts and overcome obstacles in order to become successful students and contributing adults. JHWC is a restorative justice strategy funded by OJJDP (Office of Juvenile Justice Delinquency and Prevention) intended to redirect youth into pathways of UKB culture and history while supporting youth in "pro-social" productive settings. UKB's "Youth Services Division" operates a variety of innovative programs proven to increase student performance; reduce school dropout rates, gang involvement, youth violence and crime and ultimately help preserve families. UKB's "Wrap Around Program" is leading innovation that is transforming youth that are dealing with regional risk factors. Networking between strategies is essential for UKB Tribal youth to be successful and productive members of the tribe and community. The Case Managers role will be to appropriately manage assigned youth to obtain required support and assistance that are referred to the JHWC program. Continued case support and monitors of youth would also be a requirement in this position.

Essential Duties and Responsibilities

Under the direction and supervision of the UKB Tribal Court Administrator, the Case Manager I will be responsible for managing the Counseling and Resource Services program referrals and helping manage intake coordination.

Providing resource navigation and linkages to referred youth and their families

Assisting in program referral/enrollment for clients.

Consistent and regular contact with families and providers to monitor progress.

Providing comprehensive strengths-based intake to referred youth who are either involved or at risk of being involved in the juvenile justice system.

Triaging referred youth.

As with all juvenile programs, Case Manager I will work through a trauma informed lens to provide top-tier service to all clients.

Other duties include, but are not limited to, the following:

Case Manager I:

Refer participants to service providers for social and developmental services such as victim/offender



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SEQUOYAH
@V@

Sammy Allen
TAHLEQUAH
@PT

and family mediation, mental health treatment and/or counseling, education rights assistance, academic assistance, housing assistance, life skills, and vocational/job training.
Maintain accurate case files; collect and report data as needed for reports and evaluation.
Call referred clients to determine eligibility for program and willingness to enroll.
Maintain regular contact with providers and clients to monitor progress.
Assist with the development of effective assessment and case management procedures and systems.
Make home and school visitations as needed.
Research potential new program service providers throughout the reservation area based on need.
Intake Specific Duties:
Review incoming referrals, determine eligibility and triage referrals
Conduct pre-screening assessments with youth and families to determine appropriate service placement.
Work closely with referring agencies regarding referral processes, enrollment outcomes and service needs of referred youth. Referring agencies include police departments, schools, probation department and courts.
Process referrals accurately and efficiently within established productivity guidelines and time frames.
Maintain accurate case files; collect and report data as needed for reports and evaluation.
Act as a preceptor to assigned office interns.
Participate in staff training and partner meetings.
Other duties as assigned.

EDUCATION AND EXPERIENCE:

Requires a Bachelor's Degree in social work and/or psychology AND one year of case management experience in social work and/or juvenile justice or a closely related field or the equivalent combination of education/experience.

JOB QUALIFICATIONS

Must pass a background check prior to employment and 5th year thereafter. Applicants must not have any misdemeanor or felony offenses related to abuse, Domestic Violence, neglect, or endangerment or any offenses related to dishonesty or theft.
Must comply with all Health policies established by the tribe.
Is proficient in using computers and computer systems to enter data, navigate a variety of screens, and manage workload.
May or may not have control over Indian children.

LICENSES AND CERTIFICATIONS

Must possess and maintain a valid unrestricted Oklahoma State Driver's License verified by a motor vehicle report.

OTHER SKILLS AND ABILITIES

Must have strong interpersonal skills and be able to work efficiently in team environment.



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Must be able to communicate effectively with youth of multi-cultural and socio-economic backgrounds.

Strong attention to detail with good communication and organizational skills; must be able to work well under stress and meet deadlines.

Must have good analytical and computer skills (MS Word and Excel).

Organizing multiple tasks and priorities, effective delegation, and time management.

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