



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](http://www.ukb-nsn.gov)

### COUNCIL

Jeff Wacoche  
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Amos Ketcher  
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Caleb Grimmatt  
SECRETARY  
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Sonja Gourd  
TREASURER  
DSW DSJ

Vacant  
CANADIAN  
DhJF DJF

Cliff Wofford  
COOWEESCOOWEE  
J@@J@

Tishaleta Gueverra  
DELAWARE  
D@@J

Frankie Still  
FLINT  
L@@S@T

Willie Christie  
GOINGSNAKE  
T@L D@T

Janelle Adair  
ILLINOIS  
L@AT

Charles Smoke  
SALINE  
A@@V

Donald Adair  
SEQUOYAH  
L@V@

Sammy Allen  
TAHLEQUAH  
L@PT

### Internal/External Announcement:

Opening Date: 9/11/25

Closing Date: Until Filled

Applications can be obtained and then submitted using the information listed above or by email:

[mdowning@ukb-nsn.gov](mailto:mdowning@ukb-nsn.gov)

Position Title: Prevention Specialist

Department: Indian Child Welfare

Location: UKB Tribal Complex – Tahlequah

Reports to: Social Services Director

Status: Temporary, Full-Time, Non-Exempt

Pay: BOE (Grant Funded – 1 year)

**Job Summary:** The Prevention Specialist is responsible for the implementation of a prevention parenting program for our ICW families. The Prevention Specialist will be responsible for:

- Gathers data and research on Adverse Childhood Experiences (ACES)
- Attend district meetings and events to present ACES and administer an ACE screening to Tribal members.
- Conducts parenting classes with a cultural activity within the 14-county UKB jurisdiction.
- Provides prevention services to at-risk children and families.
- Provides transportation for clients to court, medical appointments, visitation, etc.
- Participates in Child Welfare meetings, such as Family Team Meetings and Multi-disciplinary Team meetings.
- Performs other departmental duties as assigned.

### Minimum Qualifications Requirements

1. Must pass a background check prior to employment and every 5<sup>th</sup> 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.
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 workload.
4. Files 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.



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QJT

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.

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 [m Downing@ukb-nsn.gov](mailto:m Downing@ukb-nsn.gov) or via fax at (918)414-4005. For more information, visit our website at [www.ukb-nsn.gov](http://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