POSITION TITLE: Human Services Advocate

DEPARTMENT: Human Services

LOCATION: UKB Tribal Complex – Tahlequah

REPORTS TO: Human Services Director

STATUS: Full-Time, Non-Exempt

PAY: BOE

INTERNAL OPENING DATE: 4/2/2024

INTERNAL CLOSING DATE: 4/8/2024

Summary of Duties and Responsibilities

Conducts intake interviews on all clients in all four departments: Tribal General Assistance, Tribal Motor Fuels, Social Services BIA, and LIHEAP, of the Human Services Department by performing the following duties:

Minimum Qualification Requirements

1. Must pass a background check prior to employment and every 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.

2. Must comply with all Health policies established by the Tribe.

3. Gathers, processes, and files client applications.

4. Verifies tribal enrollment.

5. Makes home visits as needed.

6. Works with other agencies so that clients get the services needed.

7. Follows the guidelines of the LIHEAP grant.

8. Always maintain a high level of ethical standards.

9. Proven ability, in prior positions, to exercise good judgement in stressful situations.

10. Excellent attendance record in previous positions.

11. Excellent employment references from previous positions.

12. Ability, aptitude, and willingness to work consistently in a professional manner.

13. Must maintain absolute confidentiality of sensitive information.

14. Ability to keep legible and accurate records.

15. Ability to establish and maintain effective working relationships with other employees, staff, and the public.

16. Other related duties as assigned or required which are reasonably within the scope of the duties enumerated above.

Education/Experience

1. High school diploma or GED required.
2. One year of relevant experience preferred.
3. Fluent Keetoowah/Cherokee speaker preferred.

Certificates and Licenses

1. Valid Oklahoma driver’s license required.
2. Must be insurable.

Physical Requirements

1. Prolonged periods sitting at a desk and working on a computer.

**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 [sthompson@ukb-nsn.gov](mailto:sthompson@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.

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Applicant Signature Date