

**OKLAHOMA COMMISSION ON CHILDREN AND YOUTH
RECRUITMENT ANNOUNCEMENT**

Please Post

Position Title: Case Manager, Oklahoma Child Death Review Board (Unclassified)
Position Code/Level: 7403
Location: Oklahoma City, Oklahoma (Travel Required)
Salary Range: \$3,000-\$3,500

**Opening Date: Monday, August 11, 2014
Closing Date: Monday, August 25, 2015**

Essential Functions: Provide administrative assistance to the Oklahoma Child Death Review Board by handling the day-to-day maintenance of confidential case files, including but not limited to processing autopsies, law enforcement records, medical records, death certificates, and child welfare records. ****PLEASE NOTE: At times these records can contain narratives, diagrams, and photographs of a graphic nature.** Other duties include but are not limited to: coordination of meetings, preparing agendas/minutes, communication with review team members, preparing travel claims, assisting Program Manager with annual report, and assisting with contractual projects.

Education and Experience Requirements: Bachelor's Degree required, with a strong emphasis on communication (written and spoken), organization, and presentation skills. Experience in trauma-related data collection and/or research a plus.

Method of Application: Submit two (2) complete sets of all of the following application materials: Resume including a cover letter containing the title of the position for which you are applying. This information should include a telephone number where you can be reached during office hours and your mailing address.

Send materials to: Oklahoma Commission on Children and Youth
Attn: Michael Walsh
1111 N. Lee Ave, Suite 500
Oklahoma City, Oklahoma 73103

If you have any questions regarding this position or the application process, please call Mr. Walsh at (405) 606-4913.