

# Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at [www.kiowatribe.org/job-vacancies.html](http://www.kiowatribe.org/job-vacancies.html). The Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	<b>Bus Driver/Custodian</b>	Posting Date:	<b>06/18/18</b>	Closing Date:	Open Until Filled
Department:	<b>Head Start</b>	Status:	Regular Full-Time	<b>Amendment</b>	
Duty Location:	<b>Lawton, OK</b>	Salary:	<b>\$9.00 - \$14.00/hr</b>		

## Job Summary:

Responsible for compliance with Head Start federal, state, and tribal regulations, including but not limited to, Head Start performance and transportation requirements, Model Tribal Head Start Health and Safety Code, DHS Child Care Licensing requirements, and State Bus Driver Standards. Maintains a clean and safe environment in Head Start facilities, vehicles, outdoor areas, storage areas, and safe shelters. Provides safe transportation for Head Start children, families, and staff. Conducts child passenger checks before leaving to ensure that all children are in age appropriate child safety restraints and checking before exiting the vehicle to ensure no children are left on the vehicle. Keeps the bus clean and in proper working condition at all times. Maintains all transportation and maintenance records required by the program.

**\*\*This amends announcement to one position to be filled at Lawton, Oklahoma\*\***

## Qualifications:

High School Diploma or GED.  
Valid Oklahoma State Driver's License.  
Commercial Driver's License, with a Public Safety (PS) endorsement preferred.

NOTE: The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental, & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k) for participating employees.

**Basis of Rating:** *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

## Requirements:

Must pass a Drug and Alcohol Test.  
Must pass an Oklahoma Bureau of Investigation (OSBI) Criminal Background check with fingerprinting and DHS Criminal Background Review with no felony convictions.  
Current Physical Exam is required with current immunization record including annual TB test.  
First Aid/CPR certification will be required to be obtained within 90 days.  
All Head Start staff are required to complete Food Handler's certification.  
Must have a safe driving record and be insurable with the tribe's insurance.

## Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

## Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	<a href="mailto:hr@kiowatribe.org">hr@kiowatribe.org</a>