

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. 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:	Shelter Coordinator	Posting Date:	12/11/18	Closing Date:	01/11/19
Department:	Social Services	Status:	Regular Full-Time		
Duty Location:	Carnegie, Oklahoma	Salary:	\$15.00 - \$16.00 per hour		

Job Summary:

Under the general supervision of the Social Services Director, the Kiowa Youth Shelter Coordinator is responsible for the daily operation of the shelter. Follows policies and procedures, exercises fair judgment, provides services to residents and staff, and provides orientation and direction to shelter staff. Generates reports regarding shelter activities as required for funding agency.

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.

Qualifications:

Bachelor's Degree in Social Service field or a degree which relates to children and adolescents AND at least 2 years of work related experience in a similar setting working with children.

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:

1. Valid Oklahoma Driver's License and insurable for liability insurance under the Kiowa Tribe's Driving Policy.
2. Subject to being on call seven (7) days a week.
3. Must have reliable transportation
4. Pre-employment drug testing and subject to random drug screening in accordance with the Kiowa Tribe's Drug-Free Workplace Policy.
5. Favorable background check in accordance with PL 101-630 Indian Child Protection and Family Violence Prevention Act with no prior felony convictions, convictions for a violent crime, crimes against persons, or crimes involving children.

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	hr@kiowatribe.org