

# Kiowa Tribe – Job Opportunity

Below you will find the job opportunity, 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](http://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:	<b>Social Services Director</b>	Posting Date:	<b>08/29/2019</b>	Closing Date:	<b>09/18/2019</b>
Department:	<b>Social Services</b>	Status:	<b>Regular Full-Time</b>		
Duty Location:	<b>Anadarko, OK</b>	Salary:	<b>\$21.00 - \$33.00 per hour</b>		

### Job Summary:

Under the direct supervision of the Executive Director. The Social Services Program (SSP) Director provides leadership and oversight for the SSP, to include all administrative functions so the P.L. 93-638 Social services Contract, Child Protection Services, LIHEAP, Tribal Social Services, General Assistance, Burial Assistance and Domestic Family Violence Programs. The SSP Director shall ensure that all programmatic reports, budget modifications, statistical information, etc., are submitted in a timely manner and remain in compliance with funding agencies at all times. The SSP Director shall also ensure that all goals and objectives of the contract are fully carried out to include the compliance of any statutory requirements. The SSP Director shall also have direct oversight of program staff; assigning duties as necessary, to ensure the smooth flow of all daily program operations.

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 and 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.)

### Qualifications:

The SSP Program Director must possess a Bachelor's Degree in Social Work, Sociology, Criminal Justice or related field with a minimum of five (5) five years in direct program and proven experience in the management of a PL 93-638 contract. Must be knowledgeable of federal and other funding requirements and familiar with justice/court system, to include legal terminology, as it applies to tribal, federal and state court systems. Incumbent should be knowledgeable of tribal, state and federal court systems, and laws as they apply to child and/or adult protection; possess both effective budget and management skills; have knowledge about jurisdictional issues and certain CFR codes as they apply to program service. Incumbent should also possess effective grant writing skills in an attempt to seek additional sources of funding to enhance program services. SSP Director should be able to communicate and deal effectively with the public in a polite and efficient manner.

**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 possess a Valid Oklahoma Driver's License and insurable for liability insurance under the Kiowa Tribe's Policy.  
 Must submit to and pass a pre-employment background check.  
 Must submit to and pass a pre-employment drug test.  
 All tribal positions are subject to random drug testing in accordance with the Kiowa Tribe's Drug-Free Workplace Policy.

### 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>