

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. 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:	Veterans Service Director	Posting Date:	10/02/2019	Closing Date:	OUF
Department:	Administration	Status:	Regular Full-Time		
Duty Location:	Carnegie	Salary:	\$18.00 -\$20.00/hour		

Job Summary:

Under the guidance and supervision of the Executive Director, is assigned and responsibilities involving the coordination of benefits and other related services for eligible veterans and their dependents. Serves as an advocate for veterans in order to maximize services and benefits for eligible veterans and their families in a designated geographical area. Serves as a liaison to other federal and state agencies in matters related to veterans services and benefits. Advise and assist Veterans, Veterans Survivors and their dependents of rights and service benefits and legislation.

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 A D & D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k).

Qualifications:

Associate Degree (AA) or High School diploma or Equivalent required. Military status, based upon discharge from active military service, other than dishonorable discharge. Citizenship in the United States; Military: United States Army, Navy, Air Force, Marines, Army National Guard, Coast Guard and/or Reserves.

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 Driving Policy. Must submit to pre-employment drug screen. Must submit to pre-employment background check. 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	hr@kiowatribe.org