



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe of Oklahoma will be accepting applications for the following position.

Position Title: Director	Department: Elderly Services
Opening date: 03/25/2025	Closing date: 04/8/25 (at close of business - 4:30pm)
# of vacancies: 1	Location: Carnegie, Oklahoma

POSITION DETAILS:

Status: Full-time	Reports to: Executive Director of H.H.S
Classification: Non-Exempt	Salary Range: \$24.00 per hour - \$30.00 per hour
Division: Health & Human Services	

JOB SUMMARY:

Under the supervision of the Executive Director of Health and Human Services. The Elder Services Director is responsible for developing and implementing programs and services for elderly tribal members.

RESPONSIBILITIES:

- Oversee the development, implementation and evaluation of programs and services for older adults, ensuring they meet the needs of the Kiowa Tribe and comply with applicable regulations.
- Collaborate with food vendors to ensure the delivery of nutritious, balanced meals that adhere to dietary requirements and preferences for nutrition programs, including meal delivery, congregate dining, and nutritional education.
- Ensure compliance with federal, state and local nutrition and food safety regulations.
- Develop and manage the Elder Services program budgets, ensuring that resources are allocated efficiently, expenses are in line with funding guidelines.
- Hire, train and supervise a team of program staff and volunteers.
- Foster a positive, team-oriented work environment while ensuring ongoing professional development.
- Coordinate with transportation providers or manage a team of drivers to ensure reliable and safe transportation for clients.
- Address and resolve any issues related to transportation, including client complaints and logistical challenges.
- Ensure compliance with regulations governing transportation services for individuals with disabilities.
- Serve as the primary point of contact for clients regarding elder services, nutrition and transportation services.
- Conduct assessments to determine client needs and eligibility for services.
- Provide information and assistance to clients and their families, including guidance on program participation and accessing additional resources.
- Build and maintain relationships with community organizations, service providers, and local agencies to enhance service delivery and resource availability.
- Participate in community meetings, outreach activities, and advocacy efforts to promote and improve nutrition and transportation services.
- Maintain accurate records of client services, including meal counts, transportation logs, and service request.
- Prepare and submit regular reports on program performance, client outcomes, and service utilization to supervisors, stakeholders, and funding agencies as needed and required.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Analyze data to identify trends, assess programs effectiveness, and recommend improvements.
- Monitor the effectiveness of programs and services through data collection and analysis.
- Implement changes based on feedback from clients and stakeholders.
- Identify funding opportunities, write grants proposals, and manage grant-funded projects to ensure that services are well-supported financially.
- Develop and implement policies and procedures related to elder services, nutrition, and transportation services.
- Maintain up to date listings of resources for elderly (providers, in-kind, informal, public, private nonprofit, civic, religious, fraternal, educational)
- Prepare/distribute external communications, regular press releases through local (daily/weekly) newspapers, radio, cable TV, web, social media and inform funding sources of activities.
- Provide (or oversee) direct services, including information & referral, counseling or other support/assistance.
- Create the annual and monthly reports for the fiscal year and to funding source as required.
- Maintains job descriptions, yearly reviews of staff and sets goals.
- All other duties assigned.

QUALIFICATIONS:

- Must possess a Bachelors Degree in Sociology, Social Work, Psychology, work directly with elder care or related field
- Must possess a minimum of two (2) years of experience involving elder services, Social Work, or related field.
- Must possess a minimum of three (3) years of work experience in supervising staff.
- Must possess a minimum of one (1) year budgeting experience.

REQUIREMENTS:

- Must possess a valid drivers license and be insurable under the Kiowa Tribe's motor vehicle policy.
- Must be willing to submit to and pass drug testing.
- Must submit to and pass a background investigation which reflects good moral character.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Must be able to travel when needed.
- Work is normally performed in an office work environment; however, some duties may require work outside in various weather conditions based upon the situation.
- May require long intervals of walking, standing, and sitting.
- Occasionally reaching, stooping, bending, and lifting of items weighing 25 pounds or less.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.