



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/job-opportunities

Job Opportunity#: KTJA-23-30	Opens:01/04/2022	Duty Location: Carnegie, OK
Position Title: Victims of Crime Outreach Director	Closes: OUF	
Salary Rate: \$ 25.00 to \$ 31.50 per hour	Position: Regular Full-time	Category: Exempt

JOB SUMMARY:

The VOCO Director will coordinate and maintain community outreach activities and collaborations. The Director will be responsible for scheduling, planning and implementation of outreach activities, educational activities and collaborations with internal and external departments and agencies to support victims of crime. The Director will also be responsible for planning, leading and facilitating cultural events, activities and group sessions for the community. The coordinator will support and assist the staff as needed to ensure victims receive effective and confidential services.

Goal: To independently maintain strict confidentiality while serving as an advocate for victims of crime to ensure they receive the assistance needed.

Reports To: Executive Director

HOW TO QUALIFY FOR THE JOB:

Education: Bachelor's Degree in Psychology or Sociology required and experience in working with victims of crime. A combination of experience and education may be acceptable. Experience working with tribal communities a plus.

Experience:

- Maintains calendars and deadlines for outreach activities, educational activities, including but not limited to community events, workshops, trainings, appearances and other related outreach activities.
- Maintains program and victim confidentiality.
- Ability to promote program services through public speaking and engagement.
- Schedules regular outreach exhibitions in surrounding communities.
- Effective and positive communications with collaborative partners.
- Effectively facilitates outreach and educational collaborations with surrounding communities.
- Organizes and implements community services and trainings.
- Engages and works with community partners.
- Responsible for serving as the Victim's Hotline Advocate providing direct service and support to victims via a 24/7 hotline as needed and may include weekends and holidays.
- Organizes and prepares reports as needed.
- Ability to work with Native American communities, with sensitivity to Native Traditions, customs, socio-economic needs.
- Culturally sensitive, conveys empathy for tribal families and individuals
- Shall maintain strict confidentiality of all files, documents, and any pertinent information.
- Adheres to and follow all KT policies and procedures.
- Other duties may be assigned accordingly.

EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (14) paid holidays
- Medical, dental, and vision care benefits
- \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees
- 401k with 3% employer contribution into the Employee Savings Trust Plan, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma state driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Must submit to and pass a pre-employment background check, pre-employment drug test and submit a COVID test.
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy and Federal DOT requirements.

HOW TO APPLY: Submit a Kiowa Tribe Application + Copy of valid Oklahoma state driver's license Copy of Indian Preference form 5-4432
OR valid federally-recognized Tribal I.D. College Transcripts OR Certificates of Completion (if required to qualify).

Submit To E-mail: hr@kiowatribe.org

OR drop off at: 100 Kiowa Way, Carnegie OK 73015

Phone: 580-654-6464

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.