



KIOWA TRIBE JOB OPPORTUNITY

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

Job Opportunity: KTJA-24-012	Opens: 11/22/2023
Position Title: Shelter Coordinator	Closes: 12/07/2023
Salary Rate: \$18.00 to 20.00/Non-Exempt	Duty Location: Carnegie, OK

JOB SUMMARY

The Shelter Coordinator is required to generate reports for BIA SS 638, Social Services Director and Kiowa Legislators. The Shelter Coordinator is under the general supervision the Social Services Director. The Shelter Coordinator is responsible for the daily operation of the Youth Shelter.

Goal: The Kiowa Youth Shelter Coordinator assures that shelter policies are being carried out to the fullest extent, exercising fair and uniform services, and orientation of the shelter staff.

Reports To: Director of Social Services

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School diploma or GED.

Experience Requirements: No less than two (2) years of work-related experience working in a similar position (with like or similar responsibilities working with children.

- The Coordinator is responsible for supervising shelter staff on a day-to-day basis.
- Shall be involved in the hiring of all shelter staff, staff evaluations, staff work schedules, staff recommendations, staff discipline actions, and staff interactions with shelter children.
- Must be sensitive and observant to all the children so the children can have a safe environment and feel at ease in the shelter. Must be able to handle children's emotions, feelings or outburst in a positive way to not distress the child more.
- Shall ensure the shelter is fully stocked with groceries, hygiene items, spare clothing, toys, bedding, household items and office supplies.
- Keep up to date training, CPR/FA certification, ordering supplies/food for the shelter, working with ICW, paying shelter bills and other related shelter duties.
- Adheres to and follows all Tribal policies and procedures.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, 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 have a favorable background check in accordance with PL 101-630 Indian Child Protection and Family Violence Prevention Act and pass a pre-employment drug test.
- Must possess a current CPR/FA certification and food handler's permit; prior to being hired.

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

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. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.