



## 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](http://kiowatribe.org/careers)

<b>Job Opportunity:</b> KTJA-24-013	<b>Opens:</b> 11/22/2023
<b>Position Title:</b> Shelter Resident	<b>Closes:</b> 12/07/2023
<b>Salary Rate:</b> \$13.00 to \$15.00/Non-Exempt	<b>Duty Location:</b> Carnegie, OK

### JOB SUMMARY

The Resident Assistant (RA) shall serve as the house parent for all residents who may reside in the shelter. The RA shall ensure at all times that the shelter policies and procedures are adhered to and exercise fair and consistent services to all shelter residents. The RA is under the general supervision of the Shelter Coordinator.

**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.

- Prepare daily meals and snacks.
- Distribute medication in a timely manner and maintain a medication log, and store medication properly away from all residents.
- Ensure residents daily hygiene practices are completed.
- Ensure residents clean up their personal space and other living areas.
- Interact with residents during shift.
- Ensure residents are kept safe at all times.
- Assist in planning group activities, tv time, computer time and quiet time.
- 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](mailto: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.*