



KIOWA TRIBE

JOB DESCRIPTION

Job Opportunity#: KTJD-22-23 Á	Department: Social Service Á
Position Title: Director of Social Service	Category: Exempt
Report To: Lindy Waters Jr.	Prepared by: Amber Komahcheet
Salary Rate: \$21.00 to \$33.00 per hour	Prepared Date: 04/07/2022 Revised Date:

JOB SUMMARY:

The Social Service Director administers the General Assistance Program, the Low Income Home Energy Assistance Program (LIHEAP), Domestic and Family Violence Programs and the individual Indian Money (IIM) Supervised Accounts Program. The director strives to promote family unity through economic and social stability to help preserve and maintain the family while providing guidance toward self-sufficiency.

Goal: To identify individuals within the Kiowa Tribe who may require assistance. Implements programs and services to assist the members while maintaining confidentiality according to the Kiowa Tribe's policies and procedural standards.

QUALIFICATIONS:

- Bachelors Degree or higher in Social Work, Sociology, Criminal Justice, or related field.
- Minimum of five (5) years in management of P.L. 93-638 Contract and federal funding requirements.

RESPONSIBILITIES:

- Shall develop and implement a comprehensive Social Service Program within the Kiowa Tribal jurisdiction, as set forth by the BIA/Anadarko Agency.
- Administers Tribal Social Services Program to ensure to be on call when emergencies arise with program clients.
- Implements Policy/Procedures to oversee General Assistance Program.
- Implements Policy Procedures to oversee Elder Family Service Program.
- Implements Child Welfare assistance to ensure Policy & Procedures in the protection and rights of Indian Children.
- Oversees Adult/Minor Institutional Care-Services.
- Will act as the liaison and/or advocate to other state, tribal, and federal social agencies to represent the Kiowa people.
- Coordinates with Community Resources.
- Provides positive relationships between Social Services and clients.
- Prepares monthly, quarterly, annual, and special reports to the Chairman, Executive Director and Federal Funding Agencies in accordance with all grant or contract requirements.
- Will assist in the preparation, gathering, and maintenance of all other statistical information for required programmatic reports related to all programs to be submitted to the funding agencies.
- Supervises trains and evaluates Social Service staff.
- Will maintain and secure the confidentiality of all programs records and clients' ensure that all staff is aware of all laws and regulations.
- Supervise Individual Indians Monies Accounts/Case Management.
- Provide internal audits of all Social Service programs and staff.
- Apply for Grants pertaining to Domestic Violence, Family Preservation and Other Social Service Programs.
- Adheres to and follows all KT Tribal policies and procedures.
- All other duties assigned.

JOB REQUIREMENTS:

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

PHYSICAL DEMANDS AND WORK CONDITIONS:

- Must be able to multi-task and be proficient in responsibilities.
- Prolong periods of sitting at a desk and working on a computer
- Must be able to lift fifteen (15) pounds at times.

Human Resource Signature: _____

Date: _____

Executive Director Signature: _____

Date: _____