



# KIOWA TRIBE JOB OPPORTUNITY

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

<b>Position Title:</b> Kiowa Healing Way Director	<b>Department:</b> Health & Human Services
<b>Opening date:</b> 04/11/2025	<b>Closing date:</b> 4/25/2025
<b># of vacancies:</b> 1 Full-time	<b>Location:</b> HHS Building Anadarko, OK

## POSITION DETAILS:

<b>Status:</b> Full-time	<b>Reports to:</b> Executive Director of Health & Human Services
<b>Classification:</b> Exempt	<b>Salary Range:</b> \$80k – 120k Annually
<b>Division:</b> Health & Human Services	

**JOB SUMMARY:** The Kiowa Healing Way Director creates, manages, and promotes Kiowa culturally relevant healing and wellness strategies for the tribal community, and staff. Promotes healing, guidance, learning, and ceremonies grounded in Indigenous ways, uplifts others to build upon their strengths and maintain emotional, spiritual, mental, and physical wellbeing

## RESPONSIBILITIES:

- Supervises the Kiowa Alcohol Drug Abuse Program, Tribal Opioid Response program and other culturally healing programs.
- Providing Kiowa Tribal culturally relevant learning opportunities through traditional and contemporary training methods.
- Promote healing and restoring balance within the cultural context of self, family, and community.
- Developing and promoting healing workshops for emotional, spiritual, mental, and physical wellbeing.
- Maintaining an up-to-date knowledge base of Kiowa traditional health and holistic resources to make available to individuals seeking support.
- Collaborates with organizations and other healers to broadly promote healing resources for clients.
- Organizes and oversees Kiowa culturally relevant healing events.
- Establishes protocols with the staff to relate to others through all forms of healing which encompasses Kiowa cultural and spiritual practices.
- Engages in elders and healers to share their wisdom in building resilience within the tribal community.
- Monitor and evaluate the effectiveness of wellness programs to ensure viability.
- Reports wellness program outcomes and metrics to Chairman as needed.
- Develops internal wellness-related policies and procedures.
- Promote a culture of wellness throughout the organization and in the community.
- Provide individual wellness coaching or counseling.
- Maintain current knowledge of health and wellness trends.
- Develop, implement, and manage comprehensive wellness programs.
- Foster a positive, team-oriented work environment while ensuring ongoing professional development.
- Assess the health and wellness needs of the organization or community.
- Responsible for hiring, counseling, discipline, supervising, terminating, evaluating and leading staff under supervision.
- Create the annual and monthly reports for the fiscal year and to funding source as required.

**HOW TO APPLY:** Complete an employment application which is available online at: [kiowatribe.org/job-opportunities](https://kiowatribe.org/job-opportunities).

\*\*Submit completed applications to [hr@kiowatribe.org](mailto:hr@kiowatribe.org) or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Maintains job descriptions, yearly reviews of staff and sets goals.
- Develop and manage the program budgets, ensuring that resources are allocated efficiently, and expenses are in line with funding guidelines.
- Identify funding opportunities, write grant proposals, and manage grant-funded projects to ensure that services are well-supported financially.
- All other duties assigned.

#### **QUALIFICATIONS:**

- Preferred education: Master's degree in a health or healing related field.
- Must possess a Bachelors degree in health or related field.
- Must possess a minimum of three (3) years of supervisory work experience.
- Must possess experience developing and managing programs and budgets
- Knowledge of health and traditional holistic healing methods, Indigenous knowledge,
- Familiarity with and work experience in Native American communities (culturally relevant references are suggested).
- Excellent self-awareness, interpersonal skills, and emotional intelligence.
- Self-development of a healthy lifestyle is a positive role model in the community.
- Time management and organizational skills, including the ability to plan and prioritize workload, ensure timelines are met and respond to demands of a dynamic environment.

#### **REQUIREMENTS:**

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

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- A majority of duties will be completed in an office setting, however some duties may require working outdoors in various weather climate settings.
- Must be able to stand, and sit for long intervals to complete job duties.
- Must be able to lift a minimum of ten (10) lbs.
- Must be able to travel for in-state and out of state trainings, conferences etc.

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