



# 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](http://kiowatribe.org/job-opportunities)

Job Opportunity#: KTJA-23-036	Opens:02/28/2023	Duty Location: Anadarko, OK
Position Title: Social Services Director	Closes: OUF	
Salary Rate: \$21.00 - \$33.00 per hour	Position Regular Full-time	Category: <b>Exempt</b>

## JOB SUMMARY:

The Social Service Director is responsible for direct oversight of the program, to include all administrative functions of the P.L. 93-638 Social Services Contract, LIHEAP, Tribal Social Services, and Domestic Violence Programs. The Director shall ensure that all programmatic reports, budget modifications, statistical information, etc., are submitted in a timely manner to the funding agencies. The Director shall also ensure that all goals and objectives of the contract are fully carried out to include the compliance of any statutory requirements. The Director shall also have direct oversight of the program staff; assigning duties as necessary, to ensure the smooth flow of all daily program operations. Follow and Adhere to all Tribal Policies and Procedures.

**Goal:** The primary mission of the social work profession is to enhance human well-being and help meet basic and complex needs of all Kiowa tribal members, with a particular focus on providing services, resources, support and opportunities for individuals and families.

**Reports To:** Executive Director

## HOW TO QUALIFY FOR THE JOB:

**Education:** Bachelor Degree or higher in Social work, Sociology, Criminal Justice, or comparable equivalent work or training experience.

- Experience:**
- Knowledge of state and federal court systems, the legal terminology, and any applicable laws
  - High level of grant writing, managerial, and budget management skills.
  - Excellent computer and communication skills.
  - Ability to work with various tribal, state, and federal agencies, including tribal members.

## EMPLOYEE BENEFITS AVAILABLE:

- Leave benefits, (13) 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 and pre-employment drug test
- Positions are subject to random drug testing according to the Tribe's Drug-Free Workplace Policy

## 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](mailto:hr@kiowatribe.org)

**Phone:** 580-654-6464

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

*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.*