



# KIOWA TRIBE JOB OPPORTUNITY

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

Job Opportunity#: KT-JA-23-035	Opens: 03/22/2023	Duty Location: Anadarko OK
Position Title: Veteran's Assistant	Closes: OUF	
Salary Rate: \$15.00 to \$18.00 per hour	Position: (1) Regular Full-time	
	Category: Non-Exempt	

## JOB SUMMARY:

The Veterans Affairs Field Services Representative (FSR) is under the direction of the Director of Veterans. Duties include scheduling interviews, advises and assists veterans and their dependents in understanding and obtaining benefits they are entitled to under tribal, federal, state and local programs in a designated geographical area. FSR will coordinate with other tribal, federal, state and community resources to help connect veterans with services, e.g. transitional housing, medical, behavioral healthcare and employment; assist veterans and their dependents in filing VA claims and other tribal, federal, and state forms to receive VA benefits; arrange for referrals of appropriate resources. FSR works under limited supervision with considerable latitude for use of initiative and independent judgment, and perform other duties as required.

## HOW TO QUALIFY FOR THE JOB:

**Reports To:** Director of Veterans

**Education:** Bachelors degree from an accredited four (4) year college with a concentration in Sociology, Psychology or related field, preferred.

High School Diploma or GED and Two (2) years of office experience determining eligibility, providing services and/or counseling with a social service program.

Substituting one (1) year experience in the military of veterans programs for each year of the required education.

- Interviews veterans and their dependents for information needed to determine eligibility for a variety of benefits and services.
- Advises and assists veterans in establishing their rights to veterans benefits such as education, insurance, hospitalization, home loans, out-patient medical care, employment and burial; answers general inquiries made by phone and in person.
- Assist in completing forms for a variety of benefits/programs and other documents that are needed to support claims; e.g. marriage licenses, medical records, school transcripts.
- Assist presenting evidence to prove veterans' disability or preference rating.
- Initiates field call visits to homes, hospitals and other agencies.
- Shall maintain strict confidentiality of all files, documents, and any pertinent information.
- Adheres to and follows all KT Tribal Policies and Procedures.

## 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 To E-mail:** [hr@kiowatribe.org](mailto:hr@kiowatribe.org)

**OR drop off at:** 100 Kiowa Way, Carnegie OK 73015 **Phone:** 580-654-6464

*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.*