



## 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-25-005	<b>Opens:</b> 08/08/24
<b>Position Title:</b> Director of Re-Entry	<b>Closes:</b> OUF
<b>Salary Rate:</b> \$25.00 to \$30.00 per hour	<b>Duty Location:</b> Anadarko, OK

### JOB SUMMARY

The Re-Entry Director collaborates with tribal programs and outside entities to provide the best service to native offenders returning from incarceration. Incumbent requires culture and recovery of substance abuse. Ensures compliance with Department of Justice grant funding, submits grant proposals and strives to secure funding for the sustainability of the program.

**Reports To:** Executive Director

### HOW TO QUALIFY FOR THE JOB

**Educational Requirements:** Bachelor's Degree in Criminal Justice or related field required; or 2 years' experience in Case Management preferred; or Equivalent combination of education and experience. Must be able to complete and pass the Oklahoma Department of Corrections Volunteer and Certified Instructor training.

- Prepares and administers for department annual operational budget and grant/contract funded program budgets.
- Develops the implementation of policies and procedures for the Re-Entry program.
- Updates and implements and application for acceptance to the program.
- Develops connections with the local, state, and federal correctional facilities in the Kiowa Tribe services areas.
- Establish a team, to meet quarterly to develop understanding and recommendations for the program.
- Works directly with non-violent offenders, the Department of Corrections (DOC) and local service providers to plan for reintegration from incarceration into the communities based on individual needs and goals.
- Conducts initial pre-release screening to determine the level of service and support needed for participants.
- Attend community meeting relating to program services.
- Process re-entry intake, referrals, assigned to staff, tracking assignments, manage caseloads and status.
- Develop and implement strategies to sustain support mission.
- Ability to build strong relationships with a diverse group of citizens, that may have conflicting interest and opinions.
- Responsible for facilitating case management activities, maintain client caseloads, produce reintegration plan and provide post release assistance.
- Organize client files and create a filing system to maintain.
- Maintain regular contact with released clients to communicate resources and events.
- Creates monthly reports regarding the Re-Entry program, funding, program materials, services, and other department statistical reports to the Executive Director.
- Partners with the offices of Behaviors Substance program personnel.
- Adheres to and follows all KT Tribal policies and procedures.
- All other duties assigned.

### EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) 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, per plan requirements

### WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma 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.

**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.*