



KIOWA TRIBE JOB OPPORTUNITY

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

Position Title: Veteran's Assistant	Department: Veterans Office
Opening date: 01/31/25	Closing date: 02/14/25
# of vacancies: 1	Location: Anadarko, OK 73005

POSITION DETAILS:

Status: Full-time	Reports to: Veteran Director
Classification: Non-Exempt	Salary Range: \$10.00 per hour - \$12.00 per hour
Division: Health and Human Services	

JOB SUMMARY:

The Kiowa Tribe Veterans Assistant (KTVA) is under the direction of the Kiowa Tribe Veterans Director (KTVD). 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. The KTVA 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 OKDVA claims and other tribal, federal and state forms to receive VA benefits; arrange for referrals of Veterans to appropriate resources. KTVA works under limited supervision with considerable latitude for use of initiative and independent judgment, and performs other duties as required.

RESPONSIBILITIES:

- 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 inquires made by phone and in person.
- Works with clients of various social-economic levels and temperaments.
- Prepares and maintains work records and case files.
- Assist in completing claim forms for a variety of benefits/programs and other document that are in needed to support claims, e.g. marriage licenses, medical records, school transcripts.
- Researches, interprets and explains applicable tribal, federal and state laws, regulations and documents supporting claims.
- Assist in presenting evidence to prove veteran's disability or preference rating.
- Refers Veterans and their dependents to other Tribal, governmental agencies, veterans groups and service organizations.

HOW TO APPLY: Complete an employment application which is available online at: kiowatribe.org/job-opportunities.

**Submit completed applications to hr@kiowatribe.org or drop off at 100 Kiowa Way, Carnegie, Ok 73015.

- Corresponds with Veterans Administration, local, state, tribal agencies and with Veterans or their representative in regards to claims or benefits.
- 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 both VA and KT Tribal policies and procedures.
- All other duties assigned.

QUALIFICATIONS:

- Must possess Substituting one-year experience of work experience in the Military of Veterans Programs for each year of the required education.

REQUIREMENTS: Must possess a valid driver's license and be insurable under the Kiowa Tribe's motor vehicle insurance. Must be willing to submit to and pass a background investigation which displays a good moral character. Must be willing to submit to and pass drug testing. Must provide a negative COVID (PCR) test.

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