**VACANCY ANNOUNCEMENT**

**Position:** Coordinator  
**Location:** Emergency Youth Shelter, Concho, OK  
**Issue Date:** December 12, 2019  
**Closing Date:** Until Filled

**STATEMENT OF DUTIES:** The Applicant will be under the direct supervision of the Department of Social Services Executive Director. The applicant will be responsible for the overall operations of the Youth Shelter.

**Duties:**
- Maintaining and protecting the confidentiality of client files and records, case histories and plans relating to clients.  
- Providing instruction, guidance, and nurture to individual children in terms of Centers need for health, sanitation, safety, and security.  
- Be able to assess/evaluate children on daily and/or periodic observations and also be able to recommend improvements for the children’s benefit and/or variations in their schedules for the children’s benefit.  
- Be able to not only to supervise children but also provide extracurricular activities, provide custodial protection, provide tribal/federal/state services to clients.  
- Assist in recreational activities, develop a daily schedule of activities.  
- Transport children to and from required appointments and different tribal, federal and state agencies if necessary.  
- Required to keep a daily log of the activities and report any out of the ordinary occurrences, recommends variations and improvements based on daily and periodic observations of the resident children.  
- Attends and participates in Coordinator meetings monthly  
- Ensures staff members are abiding by policy and procedures of the Cheyenne and Arapaho Tribes, BIA, and Department of Human Services  
- Ensures the facility is in compliance with guidelines of the Cheyenne and Arapaho Tribes, BIA, and Department of Human Services  
- Responsible for disciplinary action of staff members employed through the program  
- Submits monthly quarterly and annual reports to Executive Director  
- Develops and monitors programs’ budgets, prepares budget modifications.  
- Ensures all staff is attending appropriate amount of training needed to stay in compliance with Oklahoma Department of Human Services.  
- Other duties as assigned.

**QUALIFICATIONS:**
- Master’s Degree preferred in the following related fields; social work, Family Living, Adolescent Psychology, Psychology, Child Development or Bachelor’s Degree with a minimum of three years’ experience in relevant field of work may be substituted.  
- Must have ability to work with high number of clients and work as efficiently as possible
- Ability to work flexible hours, willing to work other than normal working hours, weekends, and holidays, as needed
- Must have knowledge of crisis theory and interventions
- Must understand the program's goals, objectives, rules and regulations
- Possess communication skills, written and oral, to relate to Indian and Non-Indian communities, other agencies and the general public.
- Ability to maintain a high level of confidentiality on all client matters and other matters protected by the Privacy Act as well as other confidential regulations.
- OSBI and criminal background check required and be adjudicated appropriately
- Must have a current Oklahoma Driver's License to operate a government owned vehicle
- Prefer knowledge of Cheyenne and Arapaho's cultures and values
- Ability to work with difficult clientele.
- Must have current TB skin test or chest x-ray and obtain and pass a complete physical. Cheyenne-Arapaho Preference.
- Three (3) current letters of reference required.
- Must be able to obtain a Motor Vehicle Report within 1 week of employment
- Must obtain a minimum of 20 hours of training related to the position each year

**SALARY:** Negotiable

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma  
**Personnel Department**  
P.O. Box 38  
Concho, OK 73022  
Or e-mail: atisdale@c-a-tribes.org  
Office (405) 422-7498  
Fax (405) 422-7765  
Toll Free 1 (800) 247-4612 ext. 27498

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