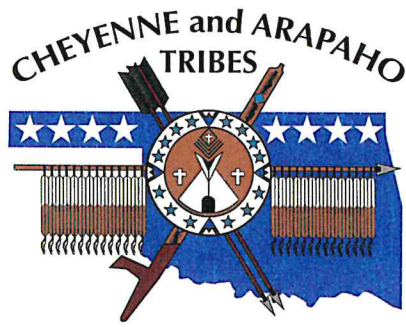


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*** VACANCY ANNOUNCEMENT ***

POSITION: Healing to Reentry Coordinator
DEPARTMENT: Judicial Branch
LOCATION: Tribal Justice Center, Concho, OK
ISSUE DATE: February 9, 2022 **CLOSING DATE:** Until Filled

GENERAL DESCRIPTION: Develop, implement, and manage a broad range of culturally based reentry services which assist individuals who are transitioning from correctional institutions. This position will provide fiscal management as well as grant writing to secure funds for development and sustainability of the program. This position is under the general supervision of the Judicial Branch Court Administrator.

DUTIES AND RESPONSIBILITIES:

- Implement policies and procedures for the Healing to Reentry Program
- Develop application for acceptance to program
- Develop connections with local, state, and federal correctional facilities in the 11 county service area.
- Establish a reentry team, to meet quarterly to develop understanding and recommendations for the program.
- Work with program participants to develop reintegration plans based on individual needs and goals.
- Handle all administration of grant requirements and reporting.
- Attend community meeting relating to program services.
- Process reentry intake, referrals, assign to staff, track assignments, manage caseloads and status.
- Develop and implement strategies to sustain support mission.
- Responsible for facilitating case management activities, maintain client caseloads, produce reintegration plan and provide post release assistance.
- Organize client files and engage in necessary clerical duties.
- Recruit and train case manager.
- Maintain regular contact with released clients to communicate resources and events
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree Required, Master's Degree Preferred

- Experience in Case Management Preferred
- Knowledge of applicable software applications to include word processing, spreadsheets and database management
- Must be able to operate various office equipment.
- Proficient in typing, spelling, grammar, and punctuation
- Planning, interpersonal and time management skills
- Initiative, stress tolerance, and customer service oriented.
- Must have good working knowledge of Tribal Codes and Court policies
- Must be able to deal with the public, both in person and over the phone in a professional manner.
- Must have a valid driver's license and have dependable transportation (personal vehicle used for transportation to prisons)
- Must be able to pass Alcohol & Drug Testing
- Must be able to pass an O.S.B.I. Background Investigation
- Must be able to complete and pass the Oklahoma Department of Corrections Volunteer and Certified Instructor training.
- Native American preference

SALARY: Negotiable, depending on qualifications and experience.

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

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov