



DELAWARE TRIBE OF INDIANS

JOB DESCRIPTION

Position:	Transitional Housing & Outreach Coordinator
Department:	Family & Children Services
Employment Status:	Regular
Class:	Full-Time
Location:	Bartlesville, OK / Caney, KS
Immediate Supervisor:	Family & Children Services Director

GENERAL DESCRIPTION:

The Transitional Housing and Outreach Coordinator's main role is to manage the division's transitional housing program and coordinate community outreach and marketing campaigns. The coordinator will assist clients in securing appropriate housing, meet with landlords and develop partnerships, oversee marketing and advertising initiatives, and organize agency representation at community events and meetings.

QUALIFICATIONS:

A Bachelor's Degree in Social Sciences with a minimum of three years of experience; OR 5+ years of experience working in the fields of domestic violence advocacy, crisis intervention, low-income housing, marketing, and/or community outreach.

Must be skilled in working with sensitive issues and possess a commitment to respecting the confidential nature of the work.

Must have a proven ability to work effectively with diverse clients and resource services.

Must have a demonstrated problem-solving approach to concerns and challenges.

Must be proficient in data collection and reporting, and possess strong written and oral communication skills.

Knowledge of family violence dynamics, trauma informed advocacy services, environmental stressors, safety planning, risk assessments, local community resources, and federal and state laws pertaining to domestic abuse, Family law and the Victim Rights Bill is critical.

Knowledge about housing laws, such as the Fair Housing Act and housing assistance programs such as HUD and Section 8 would be helpful, though not required.

The ideal candidate would be extremely organized, detail-oriented and passionate about helping survivors of domestic violence.

DUTIES AND RESPONSIBILITIES:

Collaborate with victim advocates to assist their clients in finding safe housing and coordinate follow-up services for program participants.

Communicate with landlords and property managers to create lasting partnerships, ensure rent payments are made on time, and necessary documents are exchanged.

Track program participation and report data per grant requirements.

Research best practices, revise policies & procedures, and explore opportunities to expand the transitional housing program to meet community needs.

Create and implement annual marketing strategy to increase community awareness.

Work with advertising partners to develop informative materials and branded products.

Coordinate division representation at community events and meetings.

Other duties as assigned by the Director of Family & Children Services.

INDIAN PREFERENCE POLICY:

In accordance with the Indian Preference Act of 1934, (Title 25, USC, Section 47), Indian Preference will be observed in hiring.