

VACANCY ANNOUNCEMENT

POSITION: Clinical Applications Coordinator (CAC) **OPEN:** June 30, 2017
SALARY: Based on Qualifications **CLOSES:** Open Until Filled
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position organizationally falls under the Information Technology Director who in turn reports to the Health Director of the Kickapoo Tribal Health Center. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as needed to serve the health care needs. The main purpose of this position is to be responsible for the implementation and support of multi-service software packages that automate the capture of clinical encounter information and its subsequent retrieval.

Description of Duties:

Please contact Human Resources for full position description

Work Experience and/or Education:

- Bachelor's degree with a minimum of two (2) years' experience in health care setting
- Advanced computer skills
- Working knowledge of IHS RPMS EHR and/or VA clinical software system

Requirements:

- All applicants tentatively selected for employment will be required to submit to urinalysis to screen for illegal drug use prior to appointment and random drug testing throughout employment.
- Will be required to have an OSBI background clearance.
- Must have a valid Oklahoma Driver's License.

Your application will be rated based on the information provided in your application, therefore your application must state specific duties that relate to this position. Please attach a copy of any training certifications.

Indian Preference: In the filling of this position by appointment, promotion, transfer, reassignment, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian Preference candidates. If you are claiming Indian Preference you must submit documentation with your application.

The Kickapoo Tribe of Oklahoma is committed to Equal Employment without regard to race, religion, color, gender, national origin, age, disability or sexual orientation. However, in accordance with the Indian Preference Act (Title 25 U.S. Code 472 and 473) preference in filling vacancies are given to qualified Indian candidates.

Applicants must submit a resume to the Kickapoo Tribal Health Center, ATTN: Human Resources, P.O. Box 1360, McLoud, OK 74851 or email to kaylee.stevens@kthcmcloud.com.

*Kickapoo Tribal Health Center is an At-Will Employer
And a Drug-Free Workplace*