

VACANCY ANNOUNCEMENT

POSITION: Receptionist – Eagle Pass Field Office **OPEN:** August 3, 2017
SALARY: \$10.00 per hour **CLOSES:** August 18, 2017
LOCATION: Kickapoo Tribal Health Center, Eagle Pass Field Office, Eagle Pass, Texas

General Description:

This position is organizationally falls under the Eagle Pass Field Office Director of the Kickapoo Tribal Health Center as operated by the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. or as may be as needed to effectively manage the Eagle Pass Field Office and associated programs to better serve the needs of the population. The incumbent provides receptionist/clerical support to the Eagle Pass Field Office.

Description of Duties:

Manages the lobby area, greets, directs and screens all visitors, including vendors, clients, and job candidates, or provides information requested; as appropriate, keeps bulletin boards and other informational data updated. Performs other duties as assigned.

Work Experience and/or Education:

- *High School Diploma*
- *One year experience in an Office Setting, required*
- *Must have excellent verbal and written communication skills*
- *Bilingual (English and Kickapoo) speaking, preferred*
- *Ability to act independently including establishing priorities, recognizing and resolving issues.*

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Mandatory Requirements:

- *Must have clean background*
- *Must submit to and pass pre-employment and random drug screening*

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

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*