

VACANCY ANNOUNCEMENT

POSITION: Grant
Writer
OPEN: April 6, 2018
SALARY: BASED ON QUALIFICATIONS
Until Filled
CLOSES: Open
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position is organizationally falls under the Health Director of the Kickapoo Tribal Health Center and Associated Programs and Services 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 needed to serve the needs of the population. The purpose of this position is to assist Health Center departments in planning new and/or expanded programs of service, which includes researching and writing grants, funding proposals, securing the financial and other resources required for successful program implementation and continuation.

FOR FULL JOB DESCRIPTION CONTACT HUMAN RESOURCES

Qualifications: Master's Degree with experience in grant implementation and management
Possess strong planning, coordination, implementation skills for grant projects
Ability to work on various computer programs
Ability to manage multiple tasks and meet deadlines
Must be sensitive to the needs of the Native American Community, which includes their culture, traditions, and background
All applicants must submit a writing sample.

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.
- ✓ Must have a clean OSBI background clearance.
- ✓ All Licensure must be current without any restrictions.

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@okkthc.com.

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

