

VACANCY ANNOUNCEMENT

POSITION: Health Information Management Director **OPEN:** October 27, 2016
SALARY: Based on Qualifications **CLOSES:** Open Until Filled
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position organizationally falls under the Chief of Staff of the Kickapoo Tribal Health Center (Health Center) as operated by The Kickapoo Tribe of Oklahoma. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed to effectively manage the Health Center associated programs and services to better serve the health care needs of the population. The purpose of this position is to manage, plan, control, organize, and evaluate all activities of the Health Information Department in support of the Health Center's health care delivery system to ensure the highest quality of patient care in an economically sound and efficient manner.

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- Minimum of two years experience as Health Information Management Director in clinic or hospital setting
- Associates, Bachelor's, or Master's Degree in Health Information Management or related field

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 you 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*