VACANCY ANNOUNCEMENT

POSITION:	Human Resources Director	**OPEN:**	September 20, 2016
SALARY:	Based on Qualifications	**CLOSES:**	Open Until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:
This position organizationally falls under the Health 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 needed to better serve the needs of the population.

Duties:
The Human Resources Director will be responsible for the recruiting and staffing of the Kickapoo Tribal Health Center programs, maintaining employee personnel records and files, monitoring compliance with Tribal Personnel Policies and other re-employment rules and laws. Candidate must be familiar with Federal regulations, FMLA, Privacy Act, HIPAA, Unemployment, as well as laws that are applicable to the Kickapoo Tribe of Oklahoma. Candidate will provide supervision for new employee orientation, plan, direct, and implement work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations for the Kickapoo Tribal Health Center.

Qualifications:
High School Diploma
A bachelor's degree in Human Resources, preferred.
Demonstrated knowledge of all aspects of personnel related functions such as staffing, recruitment and retention, credentialing, data collection, etc.

Experience:
Previous experience in human resources (Six (6) months to one (1) Year)

Mandatory Requirements:
Must submit to and pass a pre-employment and random drug screening.
Will be required to have an OSBI clearance, must not have any convictions.
Must possess a valid Oklahoma State Drivers License.

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. Please submit a copy of CDIB card with resume if claiming Indian Preference.

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