

# VACANCY ANNOUNCEMENT

**POSITION:** Prevention Aide – Native Connections (Part-Time) **OPEN:** April 9, 2018  
**SALARY:** Based on Qualifications **CLOSES:** Open until filled  
**LOCATION:** Kickapoo Tribal Health Center, McLoud, Oklahoma

## General Description:

This position organizationally falls under the Behavioral Health Director (Project 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 health center needs of the population. This position will require leadership skills, organizational skills, program development experience, knowledge of evaluation, and understanding in the areas of mental health, family dynamics, and substance abuse. Responsibilities include overseeing daily operations, providing coordination across the system, recruiting stakeholders, providing technical consultation at the local level, interacting with the public, supervising staff, working closely with the advisory group, and providing leadership. In addition, the applicant will be responsible for community and organization outreach.

### This position is a Grant Position

## Description of Duties:

For full Description see Human Resources

## Work Experience and/or Education:

- Associate's Degree, preferred
- Minimum of one (1) year work experience working with youth and/or young adults
- Must have excellent verbal and written communication skills

## 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.

**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. If you are claiming Indian Preference you must submit documentation with your application.**

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](mailto:kaylee.stevens@okkthc.com).

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

