

VACANCY ANNOUNCEMENT

POSITION: Project Coordinator **OPEN:** September 26, 2016
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 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. The purpose of this position is to perform the duties specific to this project include data collection, data input into SCF and grant maker systems, administrative record keeping, purchasing, staff time verification, and provision of logistical support.

This position is a five (5) year Native Connections Grant Position

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- Master Degree and qualifications to meet license requirement as a LCSW, LMFT, or LPC (Preferred)
- Three (3) years experience working on grants and administrative support experience or equivalent combination of education and experience working in a clinical setting.
- 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 your 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@kthemcloud.com.

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