

VACANCY ANNOUNCEMENT

POSITION: CHR Transporter

OPEN: August 3, 2017

SALARY: \$10.00 per hour

CLOSES: August 18, 2017

LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position is organizationally falls under the Community Health Representative 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 may be needed to provide services.

Job Duties Include:

To provide transportation and in-home care to patients, clients, consumers of the Kickapoo Tribal Health Center. This position will interface with the licensed professional staff of the Kickapoo Tribal Health to create, implement, monitor, and amend treatment plans to the benefit of the patient/client/consumer. This position will as may be required to transport the patient/client/consumer to medical appointments as may be coordinated through the Kickapoo Tribal Health Center. Such transportation will not exceed one-hundred miles one way. Activity level of this position may require bending, lifting, stooping, stretching. Will be required to input medical data into computer. Work involves a series of duties that the employee can follow without supervisory assistance. Work assignments will be given in either writing or verbally. Must be flexible to the scheduling of transports which may fall outside of normal working hours.

FOR FULL JOB DESCRIPTION CONTACT HUMAN RESOURCES

Education: High School Diploma or equivalent

Requirements:

- *Must have valid Oklahoma Drivers License*
- *Must have clean driving record*
- *Must have clean background*
- *Must submit to and pass pre-employment and random drug screening*
- *Bilingual (English and Kickapoo) speaking, preferred*

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.

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*