

VACANCY ANNOUNCEMENT

POSITION: Clinic Translator OPEN: July 26, 2019
SALARY: Based on Qualifications CLOSES: Open Until Filled
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position is organizationally falls under the Manager of Health Information of the Kickapoo 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 better serve the health care needs of the population served. The incumbent will be required to interpret for Tribal Members. The purpose of this position is to perform, serve, greet, and provide assistance in the Registration/Reception areas of the Health Center. Performs duties in support of the tribal health center mission 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:

- High School Diploma or equivalent, GED, preferred
- Two (2) years’ experience in an, acute, outpatient or physician’s office.
- Computer literate, preferably the Indian Health Service RPMS computer system
- Must have excellent verbal and written communication skills
- Must have the ability to multi-task
- Must be familiar with HIPAA, Privacy Rule, Oklahoma Medical Records and the Law and confidentiality of protected health information.
- Have the ability to communicate (English and Kickapoo) in an effective manner.
- Ability to use standard office equipment, such as the computer, printers, copies, and shredding machines.
- CPR certified, preferred.

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.
- Valid Oklahoma Driver’s License, preferred
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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, Attention Human Resources at P.O. Box 1360 in McLoud, Oklahoma 74851, or by fax at 405-964-2512, or via e-mail kaylee.stevens@okkthc.com

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