VACANCY ANNOUNCEMENT

POSITION:	Medical Assistant	**OPEN:**	September 3, 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 Nursing 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 serve the needs of the population. The purpose of this position is to perform those duties as may be commonly associated with a Medical Assistant implementing care in an ambulatory care setting. Skills and knowledge base should be applicable to ages across the life span including the care of adult, pediatric, geriatric, and obstetrical patients in the outpatient settings.

FOR FULL JOB DESCRIPTION CONTACT HUMAN RESOURCES

Education: High School Diploma or equivalent
Experience:

- Minimum of two (2) years working in a clinical setting
- Must be familiar and comply with HIPAA regulations
- Ability to communicate in an effective manner
- Current CPR Certification
- Fluency in Kickapoo language, 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.
- ✓ Must have a clean OSBI background clearance.
- ✓ All Licensure must be current without any restrictions.

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@okkthc.com.

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