VACANCY ANNOUNCEMENT

POSITION:	Project Coordinator	**OPEN:**	September 4, 2019
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. Incumbent is accountable for administrative management of the Preserving the Future Grant. Duties specific to this project include data collection, data input and administrative record keeping, purchasing and provision of logistical support.

This position is a Grant Position - Preserving the Future

Description of Duties:
For full Description see Human Resources

Work Experience and/or Education:

- Master's Degree – License in a mental health or substance abuse discipline (LADC, LPC, LMFT, LBHP or LCSW or License Eligible)
- Minimum of two (2) years working in a Substance Abuse, Mental Health Program
- Minimum of two (2) years working with population of focus
- 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.

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