VACANCY ANNOUNCEMENT

POSITION:	Receptionist	**OPEN:**	September 19, 2019
SALARY:	$10.00 per hour	**CLOSES:**	October 4, 2019
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:
This position organizationally falls under the Community Health Representative Director and the Contract Health Services Director of the Kickapoo Tribal Health Center as operated by The Kickapoo Tribe of Oklahoma. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed to provide assistance to the associated programs to better serve the needs of the population. The incumbent provides receptionist/clerical support the Community Health Representative/ Contract Health Services departments. Performance of these duties are 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 GED
- Minimum of two (2) years of experience in clerical or administration duties
- Must be familiar with patient/client protected health information (HIPAA)
- Must have experience with computers, including Microsoft Excel and Microsoft Word

Requirements:

- All applicants tentatively selected for employment will be required to submit 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 valid State or Government issued ID

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.

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, 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