

VACANCY ANNOUNCEMENT

POSITION: Community Prevention Liaison **OPEN:** June 13, 2020
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 Department of the Kickapoo Tribal Health Center and Associated Programs and Services as operated by the Kickapoo Tribe of Oklahoma. Working hours will not exceed twenty-nine (29) hours per month. Incumbent will be responsible for the conducting and coordinating the public outreach, data collection, and community education of the selected area represented. Must have good knowledge of the community resources and community needs within the municipality.

This position is a Preserving the Future Grant Contract Position

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- High School Diploma or GED
- A minimum of two (2) years of working in a private, not for profit, or government agency which involved public contract and/or community/public relations
- Must have excellent verbal and written communication skills

Requirements:

- All applicants tentatively selected for employment will be required to submit to oral drug screen 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 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*