# VACANCY ANNOUNCEMENT

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| **POSITION:** | Computer Technician | **OPEN:** | November 15, 2023 |
| **SALARY:** | Based on Qualifications | **CLOSES:** | Open Until Filled |
| **LOCATION:** | Kickapoo Tribal Health Center, McLoud, Oklahoma | | |

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**General Description:**
This position organizationally falls under the Information Technology Director of the Kickapoo Tribal Health Center. Working 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 is responsible for the administration, security, maintenance, support and training of the major local area network computer systems, operating system, e-mail system, etc.

**Description of Duties**:
For full Description see Human Resources

**Work Experience and/or Education:**

- Bachelors Degree in Computer Science, Information Technology, Engineering, Business Administration or related field preferred ***OR***
- Minimum two (2) years of experience in computer software/hardware
- Experience working with Indian Health Services(IHS), Electronic Health Records(EHR), and RPMS (Resource Patient Management System), preferred
- Comprehensive understanding of clinical workflow and healthcare based information technology 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 and Federal background clearance.
- Must have a valid Oklahoma Driver License.

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.

**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*