

VACANCY ANNOUNCEMENT

POSITION: Dental Assistant **OPEN:** December 20, 2023
SALARY: Based on Qualifications **CLOSES:** Open until Filled
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position organizationally falls under the Dental 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 healthcare needs of the population. This individual performs all duties as those may be described as dental assisting support services. Duties are in support of the Dental Programs mission to ensure the highest quality of services in an economically sound manner.

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- High School Diploma or GED
- Current Oklahoma dental assistant permit and completion of a dental assisting program accredited by CODA - expanded duty, preferred
- Must be familiar with patient/client protected health information (HIPAA)

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 and Federal background clearance.
- Must have 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.

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*