# VACANCY ANNOUNCEMENT

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| **POSITION:** | Grant Writer | **OPEN:** | June 24, 2024 |
| **SALARY:** | Based on Qualifications | **CLOSES:** | Open Until Filled |
| **LOCATION:** | Kickapoo Tribal Health Center, McLoud, Oklahoma | | |

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**General Description:**
This position is organizationally falls under the Health 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 needs of the population, however, can also be part-time or on a contractual basis. The purpose of this position is to assist Health Center departments in planning new and/or expanded programs of service, which includes researching and writing grants, grants compliance, funding proposals, securing the financial and other resources required for successful program implementation and continuation.

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

**Qualifications:**
Bachelor's Degree with experience in grant implementation and management
Possess strong planning, coordination, implementation skills for grant projects
Ability to work on various computer programs
Ability to manage multiple tasks and meet deadlines
Must be sensitive to the needs of the Native American Community, which includes their culture, traditions, and background
All applicants must submit a writing sample.

**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.
- ✓ Must have a clean 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 you 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*