VACANCY ANNOUNCEMENT

POSITION:	Health Director	**OPEN:**	June 5, 2024
SALARY:	Based on Qualifications	**CLOSES:**	Open Until Filed
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:

This position organizationally falls under the Business Committee of the Kickapoo Tribe of Oklahoma. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as needed to effectively manage the Kickapoo Tribal Health Center associated programs and service to better serve the health care needs of the population and ensure the safety and well-being of employees. The purpose of this position is to provide executive leadership and administrative management of all aspects of the healthcare delivery system as designed and operated by the Kickapoo Tribe of Oklahoma. This position is responsible for the operational management of the Kickapoo Tribal Health Center, clinical environment of care, any ancillary and tertiary services associated with that ambulatory setting, Behavioral Health which includes mental health and substance abuse, All Nations Wellness, Contract Health Services, Elders Care, Community Health, Finance and Business office functions and all other physical and technical support functions.

Description of Duties:

For full Description see Human Resources

Minimum Requirements:

- **Education**: Bachelor level preparation in Health or Administration of related field of study with accompanying experience in the management of ambulatory healthcare settings (minimum requirement)
- **Experience:** Minimum of three (3) years administrative management experience in the health care industry. Strategic Planning with short term and long term goal forecasting and evidenced achievement. Budget management from multiple funding streams. Managing multi-disciplinary staff from varying fields of the health care industry.
- **Skills:** Excellent communication skills, both written and verbal, excellent leadership skills, ability to maintain confidentiality, stress management skills, ability to establish priorities and follow through on all assignments, work independently and with others.
- **Requirements:** Must have valid Oklahoma State Driver License, pass a drug screen, and complete a background investigation. English language is necessary and Kickapoo language is a plus.

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 Tribe of Oklahoma, Attention Human Resources at P.O. Box 1360 in McLoud, Oklahoma 74851, or by fax at 405-964-2512, or via e-mail kaylee.stevens@okkthc.com

Kickapoo Tribal Health Center is an At-Will Employer
And a Drug-Free Workplace