

VACANCY ANNOUNCEMENT

POSITION: Eagle Pass Field Office Director **OPEN:** September 19, 2024
SALARY: Based on Qualifications **CLOSES:** Open until Filled
LOCATION: Kickapoo Tribal Health Center, Eagle Pass Field Office, Eagle Pass, Texas

General Description:

This position organizationally falls under the Health Director of the Kickapoo Tribal Health Center Associated Programs and Services as operated by the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday, 8:00 am to 5:00 pm, or as needed to assist the population and associated programs and services. The Eagle Pass Field Office Director shall plan, direct, and coordinate the operations of the Eagle Pass Field Office. Duties include managing daily operations and overseeing personnel, management, and administrative issues. Performance of these duties are in support of the Kickapoo Tribal Health Center mission to ensure the highest quality of patient care in an economically sound and efficient manner.

FOR FULL JOB DESCRIPTION CONTACT HUMAN RESOURCES

Education:

- High School Diploma or equivalent
- Bachelor's Degree, preferred
- Minimum of two (2) years' work related experience with emphasis on management skills in a high paced work environment

Requirements:

- Must have valid Texas Drivers License
- Must have clean driving record
- Will be required to have a State and Federal background clearance.
- Must submit to and pass pre-employment and random drug screening
- Bilingual (English and Kickapoo) speaking, preferred

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.

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*