VACANCY ANNOUNCEMENT

POSITION:	Project Coordinator	**OPEN:**	November 27, 2024
SALARY:	Based on Qualifications	**CLOSES:**	Open until filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:
This position organizationally falls under the Behavioral Health Director (Project 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 health center needs of the population. This position will require leadership skills, organizational skills, program development experience, knowledge of evaluation, and expertise in the areas of mental health, family dynamics, and substance abuse. Responsibilities include overseeing daily operations, providing coordination across the system, recruiting stakeholders, providing technical consultation at the local level, interacting with the public, supervising staff, working closely with the advisory group, and providing leadership. In addition, the applicant will be responsible for community and organization outreach.

This position is a Grant Position
Tribal Opioid Response (TOR)

Description of Duties:
For full Description see Human Resources

Work Experience and/or Education:

- One year experience with substance abuse prevention and mental health program, as well as population focus
- Bachelors Degree, preferred
- Certified Peer Recovery Specialist, preferred
- Skill in communicating courteously, effectively, and maintain confidentiality;
- Must be computer proficient in Microsoft Office Programs

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's 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