VACANCY ANNOUNCEMENT

POSITION:	Nutrition Assistant	**OPEN:**	November 22, 2024
SALARY:	Based on Qualifications	**CLOSES:**	Open Until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:
This position organizationally falls under the Title VI Nutrition Director of the Kickapoo Tribal Health Center (KTHC) as operated by the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday, 6:00 a.m. to 2:00 p.m. or as needed to address the primary health care needs of the population and ensure fiscal responsibility. Incumbent is required to function as a kitchen aide/meal delivery driver including ensuring that all visitors sign in and submit payment for meals when needed, assist in meal deliveries to homes within the Kickapoo jurisdiction, and maintain clean and sanitary areas in full accordance with Federal Health Regulations by understanding and complying with portion sizes, cooking methods, quality standards, and kitchen rules, policies, and procedures.

Description of Duties:
For full Description see Human Resources

Work Experience and/or Education:

- High School Diploma or GED
- Must have Food Handlers Certification
- Must have the ability to communicate (English and/or Kickapoo) in an effective manner.
- Must be familiar with patient/client protected health information (HIPAA)
- Must have a clean driving record.

Requirements:

- All applicants tentatively selected for employment will be required to submit to an oral drug test 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