

VACANCY ANNOUNCEMENT

POSITION: Data Clerk

OPEN: March 10, 2025

SALARY: Based on Qualifications

CLOSES: Open until filled

LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position is organizationally falls under the Community Health Representative Director of the Kickapoo Health Center 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 individual performs all clerical duties to the CHR department, as well as duties described as a data entry clerk such as entering information into EHR system. Also performs duties in support of the CHR Department mission to ensure the highest quality of services in an economically sound manner.

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- **Education:** High School Diploma or equivalent
- **Experience:** Have the ability to communicate an effective manner
Communication must be in English and/or Kickapoo, preferred
One year experience in an Office Setting
Working knowledge of IHS RPMS EHR and/or VA clinical software system

Requirements:

- All applicants tentatively selected for employment will be required to submit 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.

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, McCloud, OK 74851 or email to kaylee.stevens@okkthc.com.

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