

VACANCY ANNOUNCEMENT

POSITION: Clinic Administrator

OPEN: June 23, 2025

SALARY: Based on Qualifications

CLOSES: Open until Filled

LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position falls under the direct supervision of the Health 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 healthcare needs of the population. The Clinic Administrator is responsible for the overall management, coordination, and operational performance of the Primary Care, Pediatrics, and OBGYN clinics within a 638 Tribal Health System. The Administrator ensures the delivery of high-quality, culturally sensitive care and regulatory compliance across all clinic operations. This role collaborates with clinical and administrative leadership to ensure patient access, provider productivity, and patient satisfaction align with the health center's mission and strategic goals. The performance of these duties supports the Kickapoo Tribal Health Center's mission to provide compassionate, high-quality healthcare in a patient-centered and economically sound environment.

Description of Duties: For full Description see Human Resources

Work Experience and/or Education:

- Bachelor's degree in healthcare administration, Business Administration, Public Health or related field, preferred
- Minimum of three to five years of management experience in an outpatient or ambulatory healthcare setting, strongly preferred
- Working knowledge of electronic health record (EHR) systems; familiarity with Indian Health Service (IHS) Resource Patient Management System (RPMS) strongly preferred.
- Experience working in a tribal health system or with underserved populations, preferred

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.

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