VACANCY ANNOUNCEMENT

POSITION:	Grant Writer	**OPEN:**	April 14, 2026
SALARY:	Based on Qualifications	**CLOSES:**	Open Until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:

This position falls under the direction of the Health Director of the Kickapoo Tribal Health Center and associated programs and services, as operated by the Kickapoo Tribe of Oklahoma. Standard hours are Monday through Friday, 8:00 A.M. to 5:00 P.M., with flexibility as needed to meet the needs of the organization. The purpose of this role is to support Health Center departments in the development and expansion of programs and services through identifying funding opportunities, researching and writing grants, ensuring grant compliance, and securing financial and other resources necessary for successful program implementation and sustainability.

Description of Duties:

For full Description see Human Resources

Qualifications: Bachelor's Degree in Public Health, Healthcare Administration, Business Administration, Communications, English, or a related field preferred, with a minimum of two (2) years of relevant experience in grant writing, implementation, and/or management. Possess strong planning, coordination, and implementation skills for grant-related projects. Ability to utilize various computer programs and systems. Ability to manage multiple tasks and meet deadlines. Strong written and verbal communication skills. Must be sensitive to the needs of the Native American community, including culture, traditions, and background.

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.
- ✓ Must have a clean 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 you 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