

VACANCY ANNOUNCEMENT

POSITION: Pharmacy Insurance & Inventory Specialist **OPEN:** May 21, 2026
SALARY: BASED ON QUALIFICATIONS **CLOSES:** Open Until Filled
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position organizationally falls under the Pharmacy Director of the Kickapoo Tribal Health Center as operated by The Kickapoo Tribe of Oklahoma. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed to serve the needs of the population served. The purpose of this position is to provide clerical and technical assistance to the Pharmacist. Duties included but managing procurement, maintaining accurate on-hand inventory, processing third-party billing, resolving claim rejections, and ensuring the Pharmacy is fully stocked while minimizing waste and maximizing revenue. Performs duties in support of the Kickapoo Tribal Health Center's mission to ensure the highest quality of services in an economically sound manner.

FOR FULL JOB DESCRIPTION CONTACT HUMAN RESOURCES

Education: High School Diploma or GED
Successful completion of a Pharmacy Technician training course and Oklahoma certification of a Pharmacy Technician.

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 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.

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*