

VACANCY ANNOUNCEMENT

POSITION: Transporter/Housekeeper **OPEN:** July 30, 2026
SALARY: Based on Qualifications **CLOSES:** Open until Filled
LOCATION: Kickapoo Tribal Health Center, Eagle Pass Field Office, Eagle Pass, Texas

General Description:

The Transporter/Housekeeper position at the Eagle Pass Field Office, under the Eagle Pass Field Office Director of the Kickapoo Tribal Health Center, is responsible for providing transportation services to Kickapoo Tribe of Oklahoma (KTO) members for medical appointments and traditional ceremonies in Mexico. The position operates Monday through Friday, from 8:00 A.M. to 5:00 P.M., with flexibility for after-hours transportation as needed. This position requires the employee to bend, lift, stoop, and stretch. The employee will also input medical data into a computer and carry out daily cleaning duties to maintain a safe, clean, and pleasant environment for patients, staff, and visitors. These janitorial tasks include cleaning and disinfecting both inside and outside of the assigned building(s) to reduce the risk of accidents and disease transmission. Additionally, the employee will perform various administrative duties, including assisting tribal members with PRC (Patient Referral Center) registration for Kickapoo Tribe of Texas (KTT) Health Center services. The position requires the ability to work independently with minimal supervision and flexibility to meet the needs of the job.

Education: High School Diploma or equivalent

Requirements:

- Must have valid Texas Drivers License
- Must have clean driving record
- Must have clean background
- Must submit to and pass pre-employment and random drug screening
- Bilingual (English and Kickapoo) speaking, preferred

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*