

VACANCY ANNOUNCEMENT

POSITION: Patient Benefits Coordinator

OPEN: August 3, 2026

SALARY: Based on Qualifications

CLOSES: Open until Filled

LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position organizationally falls under the Patient Benefits Director of the Kickapoo Tribal Health Center. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as needed to address the Coordination of Benefits for the consumer population of the Kickapoo Tribal Health Center (KTHC) and associated programs and services. This position functions under the social services model as an advocate, educator, outreach worker assisting and facilitating alternate resources and support services for the consumer population of the KTHC. The primary objective of this position is to function as an advocate for patients/clients in the enrollment and effective utilization of alternate resources such as Sooner Care, other State of Oklahoma Medicaid or assistance plans, Medicare, other local, county, or Tribal benefit programs. Patient Benefits Coordinator's responsibility is to ensure that all patients who are eligible for alternate resources are identified, contacted, and encouraged and assisted, when necessary, in the application for and maintenance of eligibility for available benefits.

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- High School Diploma or equivalent, GED
- Computer literate, preferably the Indian Health Service RPMS computer system
- Must have excellent verbal and written communication skills
- Must have the ability to multi-task
- Ability to act independently including establishing priorities, recognizing and resolving issues.

Requirements:

- All applicants tentatively selected for employment will be required to submit to an oral drug test 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, Attention Human Resources at P.O. Box 1360 in McLoud, Oklahoma 74851, or by fax at 405-964-2512, or via e-mail kaylee.stevens@okkthc.com

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