

VACANCY ANNOUNCEMENT

POSITION: Office Manager

OPEN: August 11, 2026

SALARY: Based on Qualifications

CLOSES: Open until Filled

LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position organizationally falls under the Dental Operations Director who in turn reports to the Health Director of the Kickapoo Tribal Health Center. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed to better serve the health care needs of the population served. The purpose of this position is to perform, serve, greet, and aid in the Registration/Reception areas of the Dental Department. Incumbent is responsible to help ensure the dental clinic runs as smoothly and efficiently as possible. Performance of these duties are in support of the Kickapoo Tribal Health Center mission to ensure the highest quality of patient care in an economically sound and efficient manner.

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- High School Diploma or GED
- Must be familiar with patient/client protected health information (HIPAA)
- Prior experience with Dentrax and Athena, preferred
- Demonstrated skills and experience in proper telephone etiquette is essential in this position, as well as extensive knowledge with Microsoft applications.

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*