

VACANCY ANNOUNCEMENT

POSITION:	Administrative Assistant	OPEN:	August 31, 2026
SALARY:	Based on Qualifications	CLOSES:	Open Until Filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:

This position organizationally falls under the Behavioral Health Department Director of the Kickapoo Health Center as operated by the Kickapoo Tribe of Oklahoma. Operational hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as needed to serve the health care needs. The purpose of this position is to perform, serve, greet, and provide assistance in the Registration/Reception. In addition, position will be responsible for measuring a patient's vital signs, which can include temperature, pulse, respiration rate, and blood pressure. This position is responsible for collecting, identifying and recording patient demographic and eligibility information by utilizing the Athena Health medical records system, to begin the patient process flow for appointments and walk-in encounters.

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- High School Diploma or GED equivalent
- One (1) year experience in an office setting, preferred
- Must have excellent verbal and written communication skills

Requirements:

- All applicants tentatively selected for employment will be required to submit to oral drug screen 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. If you are claiming Indian Preference you must submit documentation with your application.

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*