

## VACANCY ANNOUNCEMENT

|                  |                                                  |                |                    |
|------------------|--------------------------------------------------|----------------|--------------------|
| <b>POSITION:</b> | Grant Coordinator                                | <b>OPEN:</b>   | September 23, 2026 |
| <b>SALARY:</b>   | Based on Qualifications                          | <b>CLOSES:</b> | Open until Filled  |
| <b>LOCATION:</b> | Kickapoo Tribal Health Center, McCloud, Oklahoma |                |                    |

### General Description:

This position organizationally falls under the Public Health Director of the Kickapoo Tribal 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 better serve the community. The Grant Coordinator provides administrative support to Public Health, including answering and routing phone calls, scheduling appointments, coordinating meetings/trainings and outreach activities and assisting with correspondence and daily office operations. This position is also administratively assisting with grant expenditure tracking, procurement documentation, reporting deadlines, grant files, project documentation, and communication with internal departments and external partners. The employee will assist with CPR and First Aid classes and with KTHC support, obtain and maintain an CPR/First Aid instructor certification to help teach classes. Performs other duties in support and related to the tribal health center mission to ensure the highest quality of patient care in an economically sound and efficient manner.

FOR FULL JOB DESCRIPTION CONTACT HUMAN RESOURCES

### Qualifications:

- Education: High school diploma or higher, and/or certifications/trainings
- Experience: Minimum of one (1) year working with Grant-funded programs, Public Health, or a Tribal Health Program.
- Current CPR/First Aid instructor certification preferred; ability to obtain instructor certification within the first 90 days of hire.

**In addition:**

- Ability to communicate in an effective and professional manner
- Must be computer literate, and have strong office skills

### **Mandatory Requirements:**

- Must have OSBI and Federal Background clearance
- Must submit to and pass pre-employment and random drug screening
- Must have valid Oklahoma State 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.C. §472-473) 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, McCloud, OK 74851 or email to [kaylee.stevens@okkthc.com](mailto:kaylee.stevens@okkthc.com).**

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