

VACANCY ANNOUNCEMENT

POSITION:	Project Coordinator	OPEN:	October 1, 2026
SALARY:	Based on Qualifications	CLOSES:	Open until filled
LOCATION:	Kickapoo Tribal Health Center, McLoud, Oklahoma		

General Description:

This position organizationally falls under the Kickapoo Tribal Health Center, Behavioral Health Department 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 may be needed to serve the health center needs of the population. The position will have the duty, authority, and responsibility for promoting family and youth involvement in substance use prevention services through education of the public about available treatment and recovery support services as well as develop family and youth peer supports. The coordinator will provide guidance and leadership, monitor grant related activities, maintain regular communication with staff and stakeholders, supervise volunteers and youth mentors, and assist with data collection. Responsibilities include overseeing daily operations, providing coordination across the system, recruiting stakeholders, interacting with the public, supervising staff, working closely with the Unity Youth, and providing leadership. Additionally, the applicant will be responsible for community outreach and organization. Will report to the Project Director.

This position is a Grant Position

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Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- Three-years of experience with a tribal behavioral health unit, cross-agency experience with youth and young adults in prevention, treatment and recovery.
- Bachelors Degree, preferred
- Skill in communicating courteously, effectively, and maintain confidentiality;
- Must be computer proficient in Microsoft Office Programs

Requirements:

- All applicants tentatively selected for employment will be required to submit to urinalysis 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 a valid Oklahoma Driver's 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*