

VACANCY ANNOUNCEMENT

POSITION:	Project Director	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 Behavioral Health Director of the Kickapoo Tribal Health Center, Associated Programs and Services as operated by the Kickapoo Tribe of Oklahoma. Working hours are Monday through Friday, 8:00 A.M. to 5:00 P.M. or as may be needed. Incumbent will be responsible for managing the program grant. Will oversee grant compliance, budget, and reporting. 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

This position is a Grant Position

MHAT

Description of Duties:

For full Description see Human Resources

Work Experience and/or Education:

- Federal Grants Management experience w/ projects with annual budget over \$100K, required
- Two years' supervisory experience
- Two years' experience in Behavioral Health field
- Master's degree or related field, preferred
- License and Certification – Incumbent must be trained as trainer in MHFA and QPR
- 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*