

VACANCY ANNOUNCEMENT

POSITION: Health Promotion Program Specialist **OPEN:** April 29, 2019
SALARY: Based on Qualifications **CLOSES:** Open Until Filled
LOCATION: Kickapoo Tribal Health Center, McLoud, Oklahoma

General Description:

This position organizationally falls under the Health Promotion Disease Prevention (HPDP) Director of the Kickapoo Tribal Health Center 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 to effectively manage the Kickapoo Tribal Health Center associated programs and services to better serve the health care needs of the population. The purpose of this position is to assist in the coordination and implementation of family based health promotion disease prevention services and programs under direction of Health Promotion Disease Prevention Services Director.

Description of Duties:

- Assistance in creating, coordinating, publicizing, and conducting fitness and wellness based disease prevention programs
- Coordinating, overseeing Youth Programs such as NYPD, Kamp Kickapoo, Hawk Walk, Elder program, and fitness programs
- For a full position description, please contact the Kickapoo Tribal Health Center Human Resources

Work Experience and/or Education:

- Bachelor of Science in Health Promotion or other Health Services related degree
- Knowledge and experience in personal training/fitness instruction, certification preferred
- Knowledge of Grant Writing, preferred

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 background clearance.
- Must have a current, valid, active and unrestricted Oklahoma Driver's License throughout the course of employment

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*