

Kickapoo Tribal Health Center-----P.O. Box 1360-----McLoud, Oklahoma 74851**VACANCY ANNOUNCEMENT****POSITION:** HPDP Data Statistical Clerk**OPEN:** Sep. 19, 2011**CLOSES:** Sep. 23, 2011 (5:00 pm)**SALARY:** Depending of Qualifications**LOCATION:** Diabetes Department

Kickapoo Tribal Health Center

Position Summary: This position organizationally falls under the direct supervision of the Diabetes Department Director. Operational hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. or as maybe needed. The purpose of this position is to provide data input duties to the diabetes departments.

Description of Duties:

1. Will maintain the Diabetes Registry, Statistics and reports for grants, and ADA Recognition Certification. Gather and compiling reports from RD, Fitness Specialist and Diabetes Coordinator.
2. Will transport patients and youth to program activities.
3. Will assist in performing clerical duties as requested or assigned.

Qualifications:

Must have two-years previous experience in a health promotions and diabetes programs,(youth, diabetes education, and employee education.)

Must have three-years experience in all aspects of RPMS, a strong background in computers.

Ability to speak the Kickapoo language, preferred.

Must be able to interact with individuals of all professional levels.

Education and/or Experience: High school diploma or general education degree (GED) with courses in typing and general office procedure or an acceptable combination of education and experience.

Mandatory Requirements:

Must submit to and pass a pre-employment and random drug screening.

Required to have an OSBI clearance

-A valid Oklahoma Drivers License

The Kickapoo Tribe of Oklahoma is committed to Equal Employment Opportunity 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.

Applications may be picked at the Kickapoo Tribal Health Center administration building and submitted to human resources. **PLEASE NOTE:** Applications received after the closing date, will not be considered.

Kickapoo Tribal Health Center is a Drug-Free Workplace