

VACANCY ANNOUNCEMENT

POSITION: Grants Development and Compliance Officer **OPEN:** July 7, 2011
SALARY: \$52,000.00 annually **CLOSES:** July 15, 2011
LOCATION: Kickapoo Tribal Health Center
McLoud, Oklahoma

General Description:

The Grant Developer and Compliance Officer will work under the direct supervision of the Health Director. In this position the incumbent will assist the Health Director, Tribal officials and other department directors in assessing immediate and long-term needs of the tribal membership and departments; in planning new and expanded programs of service; researching and writing grants and funding proposals; and securing the financial and other resources required for successful program implementation and continuation.

Requirements:

1. Bachelor's Degree in liberal arts, planning, social sciences, rural or Tribal community development or related field OR demonstrated abilities to plan programs serving Tribal communities.
2. Two years experience in program planning and grant writing.

Mandatory Requirements:

1. A valid Oklahoma State Drivers License.
2. Will be required to have a OSBI Background clearance.
3. Must be willing to submit to and pass pre-employment and random drug screening.

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.

Interested applicants should submit their resume detailing education, work experience, job related skills, certificates, etc. to the Kickapoo Tribal Health Center, Attention: Human Resources, P.O. Box 1360, McLoud, Oklahoma 74851 or email resume to cheryla.garcia@ihs.gov