

KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Juvenile Delinquency Prevention Program Assistant Coordinator

DEPARTMENT: Education

STATUS: Full-Time

DEADLINE: Friday, July 19 2011

JOB DESCRIPTION:

The Kickapoo Tribe of Oklahoma is seeking one (1) Juvenile Delinquency Prevention Program Assistant Coordinator. The Assistant Coordinator is responsible for assisting director with operating the Juvenile Delinquency Prevention Program. Must be dedicated, responsible, understanding, reliable, and respectful Ability to lift objects safely, capable of performing repetitive tasks; and sit and/or stand for prolonged periods of time. Must be able to interact with youth.

MINIMUM REQUIREMENTS:

- (1) Education:** Associate Degree in Social Work, Psychology, Behavioral Science, Education or relevant field, or High School Diploma with equivalent experience working with youth
- (2) Skills:** All applicants must have excellent clerical and computer skills with emphasis on Office software, ability to coordinate schedules and have excellent communication skills, both written and oral.
- (3) Requirements:** Must possess documents that establish both identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete and OSBI background investigation. English language and Kickapoo language is a plus.

If you are interested in the position above, please submit resume and application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource
P.O. Box 70
McLoud, OK 74851

or fax to: (405) 964-7046

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.