



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

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| Job Opportunity: KTJA-24-0030 | Opens: 03/04/2024 Closes: OUF |
| Position Title: Community Health Representative Director | |
| Salary Rate: \$24.00 to \$30.00 hourly | Duty Location: Carnegie, OK |

JOB SUMMARY

The Community Health Representative Director is responsible for direct oversight of the program, to include all administrative functions of the Community Health Representative Program, Special Diabetes Program for Indians, and Strong Heart Study Program. The Director shall ensure that all programmatic reports, budget modifications, statistical information, etc., are submitted in a timely manner to the funding agencies. The Director shall have direct oversight of program staff; assigning duties as necessary, to ensure the smooth flow of all daily program operation. Follow and Adhere to all Tribal Policies and Procedures.

Reports To: Executive Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: Bachelor’s degree in Public Health, Health Care Administration, or related field. 5 years of experience within community health, wellness, education, or related field.

- Plans, develops. Implements, and monitors programs within department.
- Identifies funding sources and develops positive working relationships with individuals, agencies, and organizations that may contribute to the accomplishments of department goal.
- Provides health education, case management, health promotion, transportation, and translation.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma’s state driver’s license and be insurable under the Kiowa Tribe’ driving policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject random drug testing according to the Tribe’s Drug Free Workplace Policy.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.