



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

Job Opportunity: KTJA-24-007	Opens: 09/25/2023
Position Title: CHR Generalist	Closes: 10/09/2023
Salary Rate: \$11.00 to \$12.00/Non-Exempt	Duty Location: Carnegie, OK

JOB SUMMARY

The Community Health Representative Generalist will work directly under the general supervision of the Community Health Director and will perform in accordance with the established personnel policies and procedures of the Kiowa Tribe while maintaining objectives of the CHR/EMS Program.

Goal: Provide quality outreach health care services and health promotion/disease prevention services to American Indians and Alaska Natives who reside in the Kiowa Tribe service area.

Reports To: Community Health Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School Diploma or GED.

- Ability to work as a team member as well as self-directed.
- Encourage and support community initiatives and activities to facilitate greater community, education, responsibility, and involvement in health promotion.
- Case Management, support, and advocate on behalf of patients with all health care providers.
- Coordinate and deliver a wide range of community driven and culturally relevant health promotion and chronic disease prevention activities with the CHR Department, including but not limited to Health fairs, fitness and wellness events, nutrition, diabetes awareness, and physical activity (youth and adult).
- Adheres to and follows all Tribal policies and procedures.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (14) 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, when you enroll

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma State Driver's license and be insurable under the Kiowa Tribe's Driving Policy.
- Submit to and pass a pre-employment background check and pre-employment drug test.

HOW TO APPLY: Submit a Kiowa Tribe application + Copy of valid Oklahoma Drivers' license + Copy of Indian Preference form BIA-4432.

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.