

Caddo Nation of Oklahoma – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Caddo Nation of Oklahoma Employment Application available at the Administration building, or may be found at www.mycaddonation.com/employment. The Caddo Nation of Oklahoma does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. The Caddo Nation of Oklahoma is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preferences in its hiring and employment activities.

Job Title:	CHR Generalist	Posting Date:	08/05/2022	Closing Date:	Until Filled
Department:	CHR/Special Diabetes	Status:	Regular Full-Time		
Duty Location:	CHR Office, Anadarko, Oklahoma	Salary:	Based on experience		

Job Summary:

Transports clients within the service area to and from health facilities in GSA vehicle. Identify chronically ill clients in service area and obtain information to set up family medical history file. Perform home visits to check on clients well being and assess their health or healthcare needs. Keep informed of clients being discharged from hospital facilities, who have been referred from IHS. Provide resources to assist clients with their healthcare and social needs. Refer clients to available resources and appropriate facilities as needed. Take client's blood pressure and monitor clients in the service area. Prepare monthly activity reports. Assists clients with glucometers, when necessary.

Qualifications:

High school diploma or GED equivalent.
Experience with taking blood pressure and vital signs of patients.
Skilled in operating a computer to enter data and provide reporting requirements.
Good verbal and written communication skills.
Good judgment and decision making skills.
Basic CPR skills.

Basis of Rating: *An evaluation of education and experience will be conducted on qualified applicants. Please submit a brief summary describing how you meet the qualifications as listed above.*

Requirements:

Valid Driver's License and safe driving record.
CPR certified and First Responder or obtain certification in 60 days.
Monitor and assess physical and mental well-being of clients.
Use a blood pressure cuff and demonstrate the usage of glucometer.
On call to respond to emergency situations.

Application Procedure:

Submit the following:

- A current Caddo "Job Application"
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current valid Oklahoma Driver's License
- College Degree and/or Transcript, Certificates of Completion or Proficiency
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Email Address
Caddo Nation of Oklahoma Personnel Dept.	PO Box 487 Binger, OK 73009	(405)656-2344	cwheeler@mycaddonation.com