

# Kiowa Tribe – Vacancy Announcement

Below you will find the vacancy announcement, qualifications, and requirements. To be considered for the position you must fill out a Kiowa Tribe Employment Application available at the Kiowa Tribal Complex, or may be found at [www.kiowatribe.org/job-vacancies.html](http://www.kiowatribe.org/job-vacancies.html). The 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. The Kiowa Tribe 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:	<b>CHR Generalist</b>	Posting Date:	<b>09/14/18</b>	Closing Date:	Open Until Filled
Department:	Community Health Representative (CHR)	Status:	Regular Full-Time		
Duty Location:	<b>Carnegie, Oklahoma</b>	Salary:	<b>\$16,640 - \$37,440/yr</b>		

## Job Summary:

The CHR Generalist is under the supervision of the Community Health Coordinator and performs duties in accordance with established personnel policies and procedures of the Kiowa Tribe while maintaining objectives of the CHR/EMS Program. Assists in in-service educational sessions to be conducted with the cooperation of the IHS staff. Provides training to provide educational information to tribal members, tribal employees, and tribal elected officials. Maintains regular PCC reporting utilizing the IHS RPMS coding system via computer link up. Transports clients at times in the early hours, i.e., before 8:00 a.m. and late hours, i.e., after 4:30 p.m. when necessary. Knowledgeable of available health resources and able to coordinate these services to assist the people. Makes periodic home visits within the community.

The Kiowa Tribe provides a comprehensive benefits package including: leave benefits, (13) paid holidays, health insurance plan providing eligible employees access to medical, dental, & vision care insurance benefits, \$25,000 Basic Life and \$25,000 Basic AD&D insurance coverage at no cost to employees, and 3% employer contribution into the Employee Savings Trust Plan (401k) for participating employees.

## Qualifications:

High School Diploma or equivalent GED.  
 Must be skilled in computer operations and comfortable utilizing the Windows Operating System, Microsoft Word, Works, Excel, Access, Power Point, and digital equipment.  
 Must have Health Care/EMS training and/or experience, good communication skills, telephone skills.  
 Must have a good driving record for the past three (3) years and must be insurable to drive a GSA vehicle.

**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:

Must receive CHR certification through the three (3) week CHR Basic Training within one (1) year of employment.  
 Must receive Emergency Medical Responder (EMR) certification and registration within a two (2) year period of employment.  
 Must be able to keep the confidentiality of all patients' medical records and personal information. Must be able to travel to various job related trainings in and out of state.  
 Subject to drug testing and any other background checks or tests as required by the Kiowa Tribe Personnel Policies & Procedures and Drug-Free Workplace Policy.  
 Possess a Valid Oklahoma Driver's License and be insurable under the Kiowa Tribe's liability insurance regulations.

## Application Procedure:

Submit the following:

- A current Kiowa "Job Application"
- A copy of Indian Preference Form 5-4432, 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	Fax Number	Email Address
Kiowa Tribe HR Dept.	PO Box 10 Carnegie, OK 73015	(580)654-6317	(580)654-2855	<a href="mailto:hr@kiowatribe.org">hr@kiowatribe.org</a>