

# 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](http://www.kiowatribe.org/job-vacancies). 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:	Child Care Administrative Assistant	Posting Date:	3/6/2019	Closing Date:	3/20/2019
Department:	Child Care	Status:	Regular Full-Time		
Duty Location:	Anadarko, OK	Salary:	\$10.00 - \$15.00 per hour		

## Job Summary:

The Child Care Program Administrative Assistant will be responsible for providing the Kiowa Tribe Child Care Development Program with technical assistance and support. He/she will assist the CCDF Director with their required duties by maintaining files, provider and service payments, communications and maintaining all Child Care files. Must plan and organized with the Kiowa Care Center staff.

## Qualifications:

1. Any combination equivalent to: graduation from high school and at least 6 months of clerical experience.
2. Ability to understand and follow written and oral instructions; Ability to perform general clerical work: Typing, filing, E-mailing, faxing, and answering phones in a courteous manner.
3. Ability to use English usage including, grammar, spelling, punctuation, and vocabulary.
4. Basic math and accounting principals.
5. Must be proficient in Computers and Microsoft programs including Word, Excel, Publisher, and additional software programs.
6. Ability to maintain harmonious working relationships with the CCDF Director, Co-workers, and program participants, and clients.
7. Must have good planning and organizational 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:

1. Must have a valid current Oklahoma Driver's License.
2. Must have no misdemeanor convictions relating to children and no felony convictions.
3. Pass Drug Testing requirements.
4. Pass OKDHS Criminal History Review.
5. Annual Child Care Staff Physical and TB Test (Verified by Health Professional)
6. Obtain and maintain current CPR/First Aid Certification
7. Have the ability to travel locally and out of state when deemed necessary for work, trainings, and/or workshops.

## 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>