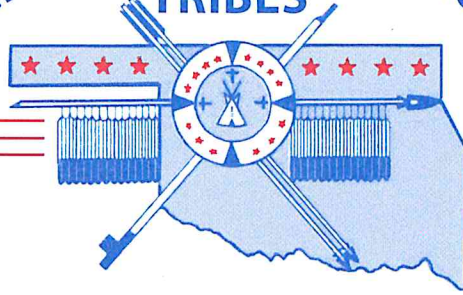


PERSONNEL

**CHEYENNE & ARAPAHO
TRIBES**

P.O. Box 167
Concho, OK 73022
(405) 422-7498
FAX (405) 422-8222



*****VACANCY ANNOUNCEMENT*****

POSITION: Community Outreach Worker Temp F/T
PROGRAM: Health Education
LOCATION: Building One, Concho
ISSUE DATE: August 27, 2019
CLOSING DATE: Until Filled

GENERAL DESCRIPTION:

This position shall be under the supervision of the Health Education Director. The community outreach worker/file clerk will help to implement disease prevention and health promotion activities in the Cheyenne and Arapaho Tribes service area. The community outreach worker/file clerk will also provide clerical support to the Director.

RESPONSIBILITIES:

Assist the Health Education Director and program staff in awareness campaigns at health fairs, health screenings, and community outreach activities. Assist the Health Education Director and other program staff in conducting group activities such as exercise, learning activities, and/or health education classes. Maintain display boards with health education information in various tribal buildings. To provide clerical support to the Director and other program staff in data entry, filing records, fax, email, and scan documents, checking mail, and signing in and out check requests, purchase requisitions and purchase orders. Shall be responsible to perform other duties as assigned by the program director.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work collaboratively and effectively with other agencies in the community. Ability to communicate effectively with clients and community groups. Ability to handle multiple tasks simultaneously, establish priorities and work in an organized manner. Understanding of and commitment to further the mission of the Health Education Program. Able to work independently with little or no supervision. Knowledge of computer software programs including Microsoft Word, Excel, PowerPoint and Publisher.

QUALIFICATIONS:

- High school or General Education Equivalency.

- Must be willing to obtain CPR and First Aid Certification
- Familiar with organization policies and procedures
- Cheyenne and Arapaho Tribal Preference
- Knowledge of Cheyenne-Arapaho Culture
- Must be willing to work flexible hours including nights and weekends
- Must be willing and able to attend various training programs as designated by the program director
- Must pass background check
- Must be in good physical condition and able to lift heavy items

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@c-a-tribes.org

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at:
www.c-a-tribes.org