***VACANCY ANNOUNCEMENT ***

POSITION: Generalist
PROGRAM: CHR Program
LOCATION: Within the CHR Program Service Area El Reno
ISSUE DATE: February 6, 2020    CLOSING DATE: Until Filled

DUTIES AND RESPONSIBILITIES:
Under the direct supervision of the CHR Program Director, acts on behalf of the Cheyenne Arapaho Tribes as a healthcare advocate and provider. Be able to provide and perform various functions such as: public health screens/activities, regular home visits, public health awareness, understand and write medical terminology. Incumbent shall adhere to all policies and procedures and other guidelines.

- Must pass a physical and be in good physical condition and be able to lift 50 pounds, with proof of TB Skin test and other immunizations
- Submit Program PCC, Mileage/Maintenance records, Fuel/Maintenance Receipts, & or timesheets on a weekly basis
- Maintain GSA vehicle responsibly and follow policy
- Must be able to work outside of 8:00am to 5:00pm as needed
- Must be able to utilize computer and email system
- Must be able to work under stressful conditions
- Must operate the van for assigned schedule and may only redirect route with approval from Supervisor or Dispatcher
- Must be dependable with regular attendance
- Must keep necessary records, timesheets, PCC reports, maintenance logs & protect the integrity of said records through maintaining confidentiality
- Must be able to take vitals
- Must complete other tasks as assigned

QUALIFICATIONS:
- Cheyenne Arapaho Tribal Member preference
- Valid Oklahoma State Driver’s License and be insurable under the Tribe’s insurance
- Must reside in service area
- Must possess or be willing to attend training program to gain CPR.
• Must be able to attend a two week Basic CHR Training & First Responder Training, National CPS Certification, or other necessary training to keep certifications up dated
• Must pass OSBI background check
• Must have minimum of high school diploma or GED
• Must have own reliable vehicle and residential telephone
• Must pass a pre-employment drug screening process and subject to random drug testing
• Must maintain clean driving record
• Must possess the ability to communicate effectively both orally and written.

**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@cheyennandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
_Toll Free_ (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at:
[www.cheyennandarapaho-nsn.gov](http://www.cheyennandarapaho-nsn.gov)