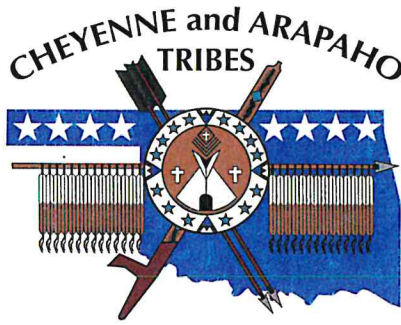


PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**POSITION:** Executive Assistant  
**LOCATION:** Department of Health  
**ISSUE DATE:** February 28, 2022 **CLOSING DATE:** Until Filled

**DUTIES AND RESPONSIBILITIES:**

The Executive Assistant is under the direct supervision of the Executive Director of the Department of Health for the purpose of assisting with everyday tasks required in operating the Diabetes Wellness program, CHR program, EMS program, Health Education Program and Prevention (PFS) program, including other programs that may be implemented under the Department of Health.

**DUTIES AND RESPONSIBILITIES:**

The major objective will be providing quality services to programs within' the Department of Health by:

- Assisting with any type of paperwork that is necessary for the Department of Health, which will not be limited to check request/purchase orders, etc.
- Communicating effectively with individuals through face-to-face contact, through telephone contact, and/or via email
- Attending meetings with service providers, community meetings, etc.
- Assisting in filing paperwork, documents, etc.
- Searching and locating appropriate and feasible grants that would be beneficial for the programs within the Department of Health
- Assisting with correspondence with other programs, service providers, etc.
- Assisting with budgets and other financial documents for each program
- Develop and distribute flyers for events, develop power point presentations.
- Assist in planning prevention events and have the experience of hosting meetings to plan events and communicate with other resources
- Assisting with any other duties as assigned by the Executive Director for the Department of Health
- Daily Attendance is required not including schedule leave.

## **QUALIFICATIONS:**

- Excellent customer service, encourage positive work environment.
- Must be able to pass OSBI Background check
- Must understand the importance of confidentiality
- Must be willing to attend any training in regards to the job position
- Must have knowledge of principles and practices related to budgeting
- Must possess a valid Oklahoma Driver's License and have dependable transportation
- Must have the ability to maintain a wholesome and favorable rapport with the general public, tribal members, program directors/coordinators, tribal employees and vendors.
- Must be computer literate, possess good writing skills, and be able to communicate effectively
- Must be willing to work beyond the normal working hours, as needed.
- Cheyenne-Arapaho preference.
- Alcohol and drug free.

**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@cheyenneandarapaho-nsn.gov](mailto:atisdale@cheyenneandarapaho-nsn.gov)

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



To view all our current vacancy announcements, please visit our website at:

[www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)