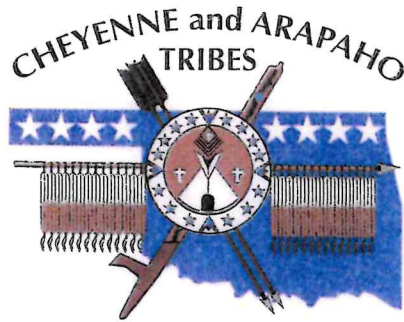


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

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

**POSITION:** Receptionist  
**PROGRAM:** H.O.P. E  
**LOCATION:** Concho, OK  
**ISSUE DATE:** April 29, 2022      **CLOSING DATE:** MAY 13, 2022

**DUTIES:** Under the direct supervision of the Caseworker Supervisor and Hope Director, the incumbent is responsible to provide assistance to the Hope Coordinator in administering the Hope Assistance Program.

#### DESCRIPTION OF DUTIES:

- Disbursing applications to requesting parties.
- Receives applications and request necessary documentation to complete applications
- Set up telephone interviews/assessments.
- Performs general secretarial/receptionist duties: telephone etiquette, relaying messages, checking voicemails, typing, filing, data entry, etc.
- Assists in keeping statistical log of relevant monthly items.
- Uphold Hope Program Guidelines.
- Assist in the referral-making process by making contact with other resources when directed by the Caseworker Supervisor or the Hope Director.
- Ability to utilize tribal programs/software.
- Maintain Program/Tribal member confidentiality.
- During emergencies, ability to work outside regular business hours.
- Will serve as the Records Clerk/Inventory Specialist for HOPE.
- All other duties assigned by the HOPE Caseworker Supervisor or Director.

#### QUALIFICATIONS:

- High School Diploma or GED and one year of related experience required.
- Computer literacy and skills preferred.
- Valid Oklahoma State Driver's License.
- Proficient communication skills, both oral and written.
- Ability to work in a high-stress environment.
- Knowledge of filing procedures with ability to maintain and/or organize department records.
- Skilled with general office equipment: Facsimile machine, typewriter, copiers, etc.
- Ability to work with public in all aspects.

- Ability to work with difficult clientele.
- Ability to manage time efficiently.
- Cheyenne-Arapaho Preference.

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