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