

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

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

POSITION: Wellness Technician/Events
PROGRAM: R.E. Sp.E.C.T. Program
LOCATION: Concho, OK
TYPE OF EMPLOYMENT: Full Time, Permanent
ISSUE DATE: May 4, 2022 **CLOSING DATE:** Until Filled

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Director. The Wellness Technician/Events will assist the Office Manager/Events and Director with the planning and implementation of the program goals, activities, and events. They will also be responsible for assisting with paperwork, filing and keeping inventory. Along with the advertisement of the program brochures, flyers, articles, applications and calendar. Will help assist the Office Manager/Events and Director with all details for every event sponsored through the program. Will help create culturally appropriate activity programs and special events for participants according to age and physical capabilities. The Wellness Technician must be willing to encourage, support and educate the members of the tribes on lifestyle changes to improve their quality of life, related to health and wellness, exercise, recreation, education and sports. Must have the ability to lift 50 pounds and be able to exercise and interact positively with participants. Must be willing to work all events along with evenings, weekends and overnight travel as required for the position. Must possess or able to obtain a CPR/First Aid certificate. And perform other duties as assigned.

SKILLS AND ATTRIBUTES:

Must have:

- Must have the ability to interact well with in-house and other agency professionals, including Tribal Members and the public.
- Excellent verbal and written communication skills.
- Good organizational and assessment skills.
- The ability to fully utilize a computer.
- The ability to perform required duties and actions in a professional manner.
- The ability to carry out responsibilities and duties with minimal supervision.
- The ability to function as a team member.
- Must be able to pass random drug tests.
- Must be able to pass a background check.

QUALIFICATIONS:

- High School Diploma or GED
- Valid Oklahoma Driver's License and reliable transportation.
- Must have an active background in sports, recreation and exercise.
- Must have the ability to interact and communicate with varied educational levels.
- Must have at least one year of experience working in the sports, recreational or exercise fields.
- Must be knowledgeable of and sensitive to the tribal member's culture, heritage and beliefs.
- Good health and physical fitness a plus.
- Adult and child CPR/First Aid certificate required.
- Must be able to perform professionally and culturally appropriate manner.
- Cheyenne and Arapaho Tribal member 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