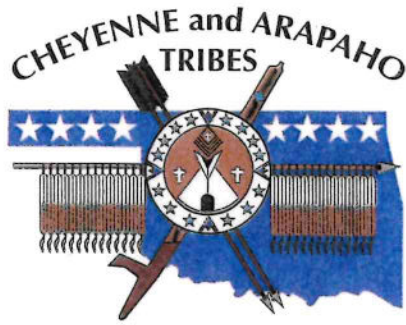


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

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

POSITION: OVA Coordinator
PROGRAM: Office of Veteran Affairs (OVA)
LOCATION: Concho, OK
ISSUE DATE: October 11, 2022
CLOSING DATE: Until Filled

POSITION SUMMARY: Under the supervision of the Executive Director of the Department of Labor, the incumbent will be responsible for administrating the Office of Veterans Affairs. The OVA Coordinator is a supervisory full-time permanent position; and responsible for directing, managing and coordinating complex, collaborative projects or activities that require a high degree of specialized knowledge about partnering with local, tribal, non-profit Veterans organizations as well as the Cheyenne and Arapaho Tribes Veterans Board. Ensure exceptional direct services are delivered and client relations are priority in the Veterans community.

DESCRIPTION OF DUTIES:

- Prepares and implements comprehensive plans for provision of direct services to Cheyenne and Arapaho Tribal Veterans.
- Review and conduct assessment of tribal veteran's service applications to determine eligibility for services.
- Create and implement policy and procedure establishing an accredited Office of Veterans Affairs.
- Prepares and manages grants and contracts as well as programmatic reporting to funding agency(s)
- Develop and administers program plan and budget, and review all financial information, static data, and prepare reports.
- Hire and supervise qualified support staff.
- Conducts research, provides data, makes recommendations, and drafts requests for proposals (RFPs) and implements solutions to achieve project goals and objectives.
- Must be willing to work beyond the normal working hours if necessary.
- Must be, or have the ability to obtain, credentials establishing oneself as a Veterans Service Officer.
- Assist veteran and/or dependents with any aspect of the benefits available to him/her as a result of his/her military service.
- Carries out other duties as assigned by the Executive Director of the Department of Labor as they relate to the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of laws and regulations adopted by the U.S. Congress that will benefit tribal veterans and their dependents.
- Knowledge of laws, precedents, regulations, agency rules and procedures, and due process related to claims processing.
- Must possess communication techniques appropriate for a wide diversity of audiences, including, but not limited to tribal member veterans.
- Must have the ability to train and maintain a responsible and knowledgeable staff to provide assistance to tribal veterans.
- Must be able to travel in / out state to attend training benefiting the program and clientele.
- Ability to apply strong research methods to obtain information related to laws, rules, and policies.
- Strong organizational skills.
- Computer skills and knowledge of Microsoft Office products.

QUALIFICATIONS

- Must be a veteran, having separated under honorable conditions from any branch of the U.S. armed forces after having served active duty for at least 181 consecutive days, or by reason of disability incurred while serving on active duty.
- A Bachelor's degree is desirable.
- 1-2- years of related experience and/or training or equivalent combination of education and experience.
- Valid Oklahoma state driver's license.
- Cheyenne and 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