

# Memo

To: All Program Directors  
Thru: Janelle Burgess, Human Resources Director  
From: Amber Riley, Human Resources Assistant  
Date: 12/05/2017  
Re: Job Vacancy Update

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The following is a list of job vacancies as of the date indicated above.

**Transporter III #2017-44 (STROUD)** The purpose of this position is to provide non-emergency transportation to patients in accordance with the Sac and Fox Nation Health Services approved Transportation Program Policies and Procedures. The position has no supervisory responsibilities. This position is located in the Merle Boyd Center at Stroud, Oklahoma. Provides non-emergency medical transportation for the Sac and Fox Nation Health services patients. High school graduate, G.E.D., or equivalent preferred. A current Oklahoma Driver's License is required and a current DMV printout of safe driving records must be provided. Incumbent must be insurable. Must be CPR certified. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Telephone Operator #2017-45 (STROUD)** The primary purpose of this position is to direct the communications of the Sac and Fox Nation Tribal Health System and serve as the contact person to receive and provide general information to patients. This position is located in the Black Hawk Health Center. Incumbent reports to the Registration and Benefits Manager. must be a high school graduate or GED equivalent and have one (1) year of medical office/clerical experience in a health care setting. Excellent oral and written communication skills, good public relation skills, and display professionalism. Prefer prior experience with the IHS RPMS computer system is beneficial but not required. will need to be pleasant, courteous, tactful attitude and able to withstand repeated interruptions, while maintaining composure and using good judgment. Skill in the practical use of electronic systems to provide general clerical office support, proficient at typing and exhibit excellent communication skills, both oral and written. Knowledge of interview techniques, policies and procedures to be able to refer inquiries to appropriate personnel. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Pharmacist II #2017-46 (STROUD)** Performs clinical and professional pharmaceutical work in compounding and dispensing medications. The position requires extensive contact with the administration, medical staff, nursing service staff and non clinical personnel. Bachelor of Science degree of Pharmacy from an accredited college of pharmacy. Current unrestricted license to practice in the state of Oklahoma. Prepares, compounds, and fills medication orders by physicians and other authorized providers. Dispenses medications to patients and provides medication consultations to patients. Conducts the monthly out of date drug inspection in the facility. Assists in maintaining an adequate medication supply. Checks incoming pharmacy/medication shipments and arranges for their storage. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Physician Assistant II #2017-47 (STROUD)** The incumbent will provide comprehensive primary health care to all age groups including neonates, infants, children, adolescents, adults, and geriatric patients in the Black Hawk Health Center. The Physician Assistant under the direction and responsible supervision of a physician. PA's are academically and clinically trained to perform many of the routine but time-consuming tasks that physicians usually do, and are accountable for their own actions as well as being accountable to their supervising physicians. Examines patient, takes medical history, records results, and makes preliminary diagnosis or decides on follow-up procedures. Performs therapeutic procedures, such as immunizations, injections, suturing and wound care, and managing infection. Completion of a Bachelors of Science as Physician Assistant. NCCPA certified. Oklahoma Medical License as a Physician Assistant. Must be able to identify medical problem and determine appropriate action to meet the problem, including referral to a physician. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Executive Assistant #2017-43 (STROUD)** Performs secretarial work of a complex nature for an elected official of the Sac & Fox Nation; general office functions; performs related work as required. May perform skilled legal clerical work of average difficulty. Work is performed under the general supervision of the elected official. Must have knowledge of modern office practices and procedures and the use of office machines and equipment. Knowledge of the Constitution of the Sac & Fox Nation as it relates to the Tribal Secretary and other elected officials. Ability to communicate effectively orally and in writing. Sufficient skill in typing to complete 60 wpm accurately and the ability to take sufficient notes at a meeting to prepare an accurate record of events. Associates degree and/or completion of a six (6) month or longer secretarial procedure course. Advanced training in typing and general office procedures. Five (5) to ten (10) years experience as a Secretary performing complex and responsible stenographic and clerical duties. Experience in modern office procedures and office equipment, i.e. (Dictaphone, typewriter, copying machine, computers, etc.) Willing and able to work flexible hours. Or any equivalent combination of education and experience may be considered. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Social Worker #2017-41 (STROUD)** This position is located at the Sac and Fox Nation Tribal Health Program's Behavioral Health Services Department in Stroud, Oklahoma. Behavioral Health Services provides general counseling and therapy needs of members of the Sac and Fox Tribe, their immediate dependent family members, and members of other federally-recognized American Indian Tribes and Alaska Natives residing in the tribe's health program catchment area. Professional knowledge of the theories, principles, practices, techniques, and methods of the field of social work. Professional knowledge of the theories, principles, practices, techniques, and methods of the field of social work. Must have a Master's degree in a clinical based program such as MSW, MHR, MA, or MS in counseling. Licenses or license eligible for LCSW, LMFT, LPC, or LADC are required. At least five (5) years of working experience in the social services area. Knowledge of charting and Privacy Act Requirements. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Grant Writer/Planner #2017-39 (STROUD)** This position is responsible for identifying and developing a variety of programs and projects to create: (1) continuous sources of funding to Sac and Fox Nation for services to Native Americans within tribal jurisdiction; and (2) employment opportunities for Sac and Fox Nation members. Provides administrative oversight of all grants/contracts funding activities for the Nation. Ability to analyze and interpret complex data, and to develop meaningful reports, charts or graphs reflecting this data for effective presentations. Ability to write, or to direct the writing of effective proposals/grants/contracts, etc. Basic knowledge of federal regulations. Thorough skill in exercising good judgment; analytical skills; organizing and presenting facts clearly and concisely; and in planning, forecasting and evaluating. Ability to work well under pressure of short timeframes. Bachelor's degree in Planning, Sociology, Public Relations, English, Communications, or related field, with a proven track record of writing successful proposals and grants, and at least three (3) years of related professional level experience. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Family Practice Physician (Black Hawk Health Center) #2017-25** This position is to provide general medical/family practice services to eligible Native American/Alaska Natives for treatment that resides within the jurisdiction of the Sac and Fox Nation. The Black Hawk Health Center is an integral component of a community health care based program. The Nation's health care program provides comprehensive outpatient health care services to eligible Native Americans/Alaska Natives. Knowledge of principles, practice, and procedures of health care quality management. Knowledge of medical practice management, leadership, and supervision necessary. Graduate of an accredited college/university of medicine and must possess a current unrestricted Oklahoma State License, current DEA license and must be an eligible Medicaid and Medicare provider. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Realty Director (Stroud) #2017-08** Under the general administrative supervision of the Tribal Administrator, the director receives technical advice and assistance from the Area Realty Officer and technical staff as requested. Administers the Real Property Management program within the framework of established laws, regulations, policies, procedures, and program objectives. While advice and guidance are provided on policy matters, the Director is expected to carry out assigned duties and responsibilities with a minimum of supervision. Guides include Federal Statutes, Code of Federal Regulations, Indian Affairs Manual, States Laws, formal and informal Solicitors' opinions; decision rendered by Federal, State, and tribal courts, State inheritance laws and notary guidelines, tribal constitutions, codes, ordinances and resolutions, and Central and Area Office directives. Applicant must have any combination of education or experience of four (4) years in related field of Real Property management practices. Must be familiar with land issues and concerns pertaining to Native Americans. Realty practices, laws and values, including experience with realty transactions and conveyances; effects of various methods of acquisitions, knowledge of IIM accounts and disposal upon the uses and value of land. Economic, social or ecological functions affective the use of real property, land and associated natural resources, e.q., conversation, urban renewal, agriculture and other practices. Management and financing practices of lease and sale of real property and relocation assistance, payment and services due to acquisition of real property. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Managing Editor (Stroud) #2017-01** This position serves in a staff capacity to establish and manage the production and printing of the Sac and Fox News. The purpose of the position is to provide oral and written communications to the press, public, and tribal membership. Knowledge of effective public relations and the ability to utilize press media resources to announcement appropriate SFN activities and accomplishments. Basic knowledge of Native American culture, traditions, and people is highly desirable. Possesses excellent verbal and written skills, and excellent interpersonal skills. Ability to manage and coordinate activities associated with the development of newsletter. Excellent skills in operations of computers and associated software required for the development and distribution of a newsletter. Bachelor's Degree in Public Relations, Journalism, Advertising, communications, or related field. Minimum of three (3) years of professional experience in journalism, publications, or public information to gain experience related to newspaper publication may be considered in lieu of above. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Policy Analyst (Stroud) #2016-15** Gathers and analyzes information concerning congressional and administrative activities that affect the welfare of the SFN and its members and provides advice regarding alternatives that exist in developing strategies and decisions concerning programs, policies, budgets and any other areas of concern to the SFN. Researches, analyzes, directs, and monitors national/congressional legislation affecting the SFN. Knowledge of the Code of Laws for the SFN. Ability to interpret complicated legislative and/or agency rule/finding language to determine potential effect and impact on the SFN. Ability to write and submit congressional testimony on behalf of the SFN. Ability to draft new legislative language and to edit existing legislative language for best possible impact on priorities. Ability to effectively present priorities, strategy and positions of SFN to appropriate congressional/agency staff. Ability to draft concise

position statements and draft letters to congressional/agency officials. Ability to read, analyze and interpret common specific and technical journals, financial reports and legal documents. Ability to effectively present information to Business Committee. Must have excellent analytical, verbal and writing skills. Must have strong presentation skills. Must have strong administrative and computer skills. Must be able to multitask. Juris Doctorate degree from an accredited law school. Five (5) years of related experience preferred. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. **Seeking immediate placement.**

**Resident Advisor #2010-32 (Juvenile Detention Center/Stroud)** The Resident Advisor provides direct supervision and interaction with Facility Residents on a continual basis. This position is responsible for the safety and security of the juvenile residents. Applicants must possess valid Oklahoma drivers license; be able to work flexible hours; at least 22 years of age; high school diploma or GED; up to two (2) years of college majoring in a behavioral sciences related field. One (1) year experience working with juveniles in a residential or detention setting or two (2) years providing juveniles with supervision in a formal setting preferred. Commensurate with experience, plus great benefits. Applicant must successfully pass an OSBI/National background check and Drug Screen. Preference in hiring is given to qualified Native Americans. Applicants claiming Indian Preference must provide a copy of their CDIB. Open continuously. **Open Continuously.**

For more information and learn how to apply visit our website at [www.sacandfoxnation.com](http://www.sacandfoxnation.com) or contact Human Resources, Sac and Fox Nation, 920883 S. Hwy 99, Bldg. A, Stroud, OK 74079, phone 918-968-3526.

Request a copy be placed on all employee bulletin boards and routed through employees. Should you need any additional information, please contact HR.

Cc: Business Committee