

OKLAHOMA CITY AREA INTER-TRIBAL HEALTH BOARD JOB VACANCY ANNOUNCEMENT

Position: NATEN Program Coordinator **Department:** Health Board
Location: Oklahoma City, OK **Reports To:** Executive Director
Status: Full-Time

Opening Date: January 22, 2010
Closing Date: February 5, 2010 or Open Until Filled

General Job Duties (not all inclusive): Under the general direction of the Oklahoma City Area Inter-Tribal Health Board (OCAITHB) Executive Director and the Advisory Council. Provides overall direction to the Native American Tobacco Education Network (NATEN) program and works in collaboration with tribes, tribal programs, Indian Health Service (IHS), state and urban programs to develop and maintain NATEN workgroups; provide training regarding commercial and/or ceremonial use of tobacco; provide tribal tobacco-free policy training; assist with tobacco advocacy campaign within the State of Oklahoma; communicate tobacco cessation information to tribes, state and local entities; provide technical assistance, as requested to tribes/tribal organizations; actively pursue grants and prepare grant proposals; and provide information to increase referral and utilization of the Oklahoma Tobacco Helpline.

Knowledge: Must be able to identify, work and recruit NATEN membership from tribes, tribal organizations, Indian Health Service, federal agencies and state agencies to coordinate and develop tobacco advocacy activities and tobacco cessation policies. Must be able to develop and implement strategies for the Native American Ethnic Tobacco Education Network to develop educational and skill development training pertaining to the ceremonial use of tobacco. Writes, reviews tobacco data results and reports information to the State of Oklahoma Department of Health Tobacco Use Prevention Service, Oklahoma Tobacco Ethnic Networks, and tribes. Must be familiar with tribal customs/traditions or have working knowledge of tribal nations within the State of Oklahoma.

Skills: Must have and be able to demonstrate excellent oral and written communication skills; presentation skills; decision making and time management skills; leadership and team building skills; ability to prioritize multiple projects; ability to build positive work relationships with internal and external customers; ability to interact professionally with the public; maintain confidentiality; research and prepare grant proposals; and computer skills and knowledge of technical and applicable software programs is required.

Experience: The ideal candidate will have a Bachelor's degree in business, community health, public health, social work, marketing or related field with an emphasis in health promotion. Minimum two years of experience in project supervision and administration. Experience with tribal organizations and/or not-for-profit agency is desirable. Grant writing and funding experience desired.

Competencies: Teamwork; effective communication; planning and organizing work; broad based analytical thinking; quality minded; initiative; and problem solving.

Travel: In and out of state travel may be required in the fulfillment of job requirements and training.

Equal Employment: Except for Indian Preference, consideration will be made without regard to any non-merit factors such as race, color, religion, sex, sexual orientation, national origin, politics, disabilities, marital status, age, membership or non-membership in any employee organization.

Conditions of Employment: 1. Full-time grant funded appointment (Subject to grant continuation); 2. Applicants must possess and maintain a current State Driver's License; 3. Reliable transportation and be willing to travel throughout the State of Oklahoma for day meetings and network building activities.

Application Procedure

1. **Review the entire Job Vacancy Announcement** to compare your experience with the requirements of the position and identify required documents, if any.
2. **Review the specialized skills and experience required** for the position as stated in the Skills and Experience sections of the announcement. If you possess the skills and experience required, be sure this experience is described in your resume/application.

3. **ALL APPLICATIONS AND DOCUMENTS MUST BE RECEIVED BY 4:30 P.M. ON THE CLOSING DATE.** All applications become the property of the Oklahoma City Area Inter-Tribal Health Board and will not be returned. Therefore, all original documents and the completed application forms should be duplicated before being submitted.
4. **Mail Application and Resume to:** Oklahoma City Area Inter-Tribal Health Board, Attention: Human Resources Department, P.O. Box 5826, Edmond, Oklahoma 73083.
5. **Faxed Application and Resume to:** 405-951-3902. Attention: Human Resources. Applicants are responsible for ensuring that application materials transmit successfully by the closing date. Vacancy Announcement Position Title must appear on the front page.
6. **Email Application and Resume to:** Application and resumes should be sent as email attachment in Adobe PDF format to: Diddy.Nelson@ihs.gov. The Vacancy Announcement Position Title must be included in the subject line of the email. Application materials provided by different means must be cross-referenced as they may be easily combined. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.
7. **Additional Information Required with Application and Resume:** Resume and/or accompanying documents must contain all of the information listed below in sufficient detail to make a determination that the applicant has the required qualifications for the position. Applicants for some positions must meet certification, licensure, or registration requirements, if required by law, in addition to meeting work experience and/or educational requirements. Specifically, the information provided under high school, colleges and universities, work experience, and job-related training will be used to evaluate your qualifications for this position.
 1. Position Title of the job for which you are applying.
 2. Full name, mailing address (with zip code), and day and evening telephone numbers (include area code).
 3. Social Security Number.
 4. Country of Citizenship.
 5. High School – Name, City, State, Zip Code, and date of diploma or GED.
 6. College and Universities Credit/Degrees – Name, City, State, Zip Code, Major(s), Type and Year of any degrees received (if no degree show total semester or quarter hours earned).
 7. Work Experience (paid and non-paid positions) – Job title, duties, accomplishments, employer's name and address, Supervisor's name and phone number, starting and ending dates, hours per week and salary.
 8. Indicate if we may contact your current employer and supervisor.
 9. Job-related training courses, skills, honors, awards, special accomplishments.
 10. **Verification of Indian Preference** applicants who wish to receive Indian Preference, must submit a copy of a properly completed and signed Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," that he/she is an Indian as defines by Part 7, Chapter 3, "Indian Preference," Indian Health Manual (03/14/2001). An equivalent form is acceptable only when issued by a Tribe authorized by P.L. 93-638 contract to perform the certification functions on behalf of the BIA. **All applicants must submit documentation satisfying one of the above requirements by closing date of the announcement.**
 11. If the applicant is a Veteran, a copy of all DD-214 forms, one for each period of service is required.
 12. A copy of college transcript(s) or other education attainment, listing college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualifications Standards, copies of training certificates (non-college) must be submitted for appropriate credit.

This position is in a Smoke-Free Environment.

NOTE: PERSONS WHO SUBMIT INCOMPLETE APPLICATIONS WILL BE GIVEN CREDIT ONLY FOR THE INFORMATION THEY PROVIDE AND MAY NOT, THEREFORE, RECEIVE FULL CREDIT FOR THEIR VETERAN STATUS, INDIAN PREFERENCE, EDUCATION, TRAINING AND/OR EXPERIENCE. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or determination of suitability for employment.