

OKLAHOMA CITY AREA INTER-TRIBAL HEALTH BOARD JOB VACANCY ANNOUNCEMENT

Position: Project Assistant
Location: Oklahoma City, OK
Status: Full-Time

Department: Health Board
Reports To: Executive Director

Opening Date: October 27, 2011

Closing Date: November 3, 2011 at 4:30 p.m.

General Job Duties (not all inclusive): The project assistant is responsible for coordinating and presenting information at community meetings, assist in the development and distribution of outreach materials, research information regarding the Patient Protection and Affordable Care Act, track state and federal health legislation/proposed rules, assist in compiling data, data collection and analysis for reporting purposes and work with managers to develop and implement a project reporting system.

Knowledge: Must have computer skills and demonstrate aptitude of MS Word, MS Excel, MS Outlook, MS Power Point, and usage of general office equipment.

Skills: Demonstrate knowledge of computer skills. Must have and be able to demonstrate excellent oral and written communication skills; organizational skills with high levels of attention to detail, presentation skills; decision making and time management skills; excellent problem solving skills; leadership and team building skills; ability to prioritize multiple projects; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with the public; and maintain confidentiality; and ability to manage conflict situations.

Experience: The ideal candidate will possess a Bachelor's degree in political science, science, or business (Master's degree preferred); or minimum of 30 semester hours from a college or university. Have three year of experience preparing reports, project or tracking legislation.

Supervisory Authority: None

Travel: 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. Applicant must possess and maintain a current State Driver's License; 3. Applicant must have reliable transportation to travel to and from meetings. 4. Climbing, walking, standing, bending, and occasionally sitting long hours.

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 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/Resume to:** Oklahoma City Area Inter-Tribal Health Board, Attention: Human Resources department, P.O. Box 5826, Edmond, Oklahoma 73083.
5. **Faxed Application/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/Resume to:** Send as an email attachment in Microsoft Word format or Adobe PDF to: ocaithb@ocaithb.org. The Vacancy Announcement Position Title must be included in the subject line of the

email. Required forms may be sent as email PDF attachments, faxed, or mailed as a hard copy. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

7. **Additional Information Required with Application/Resume:** Resumes 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. Country of Citizenship.
 4. High School – Name, City, State, (Zip Code, if known), and date of diploma or GED.
 5. College and Universities Credit/Degrees – Name, City, State, (Zip Code, if known), Majors, Type and Year of any degrees received (if no degree show total semester or quarter hours earned).
 6. Work Experience (paid and non-paid) – Job title, duties, accomplishments, employer's name and address, Supervisor's name and phone number, starting and ending dates, hours per week and salary.
 7. Indicate if we may contact your current employer and supervisor.
 8. Job-related training courses, skills, honors, awards, special accomplishments.
 9. **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.
 10. If the applicant is a Veteran, a copy of all DD-214 forms, one for each period of service is required.
 11. 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.