

# Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at [www.delawarenation.com/human-resources/](http://www.delawarenation.com/human-resources/). Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

<b>Job Title:</b>	Social Services Assistant	<b>Posting Date:</b>	05/31/2022	<b>Closing Date:</b>	Open Until Filled
<b>Department:</b>	Social Services	<b>Status:</b>	Full-Time		
<b>Location:</b>	Anadarko, OK				

### Position Summary:

The Social Services Assistant shall provide clerical support to the various programs within the Social Services Department. Main task will be to assist the Social Services Director.

### Qualifications

1. Computer literate with skills in both oral and written communications	4. Ability to multi-task, prioritize, and manage time efficiently
2. People oriented with ability to identify and relate to applicants within the Social Services department	5. High School diploma or equivalent

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

<ul style="list-style-type: none"> <li>• Valid Oklahoma Driver License</li> <li>• Pass drug testing requirements</li> <li>• Pass Background Check per P.L. 101-630</li> </ul>	<ul style="list-style-type: none"> <li>• 2 years satisfactory performance in a related position</li> </ul>
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### To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

### Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation-nsn.gov

\*\*A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.