

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/. 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.

Job Title:	Administrative Assistant/VR Tech	Posting Date:	06/06/2022	Closing Date:	Open Until Filled
Department:	Vocational Rehabilitation	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Under the supervision of the Director, this position assists in the day to day operation of the program administration, development and implementation of task assignments, timeframes and deadlines, researches and prepares technical reports, screens calls and routes to Director and Counselors, maintains staff calendar, schedules appointments, arranges travel needs for staff, and reviews, prioritizes, and disseminates mail and faxes.

Qualifications

1. Ability to be flexible, multi-task, and be a team player	4. Ability to meet and effectively work with a wide variety of individuals
2. 2 years in related field preferred	5. Experience working with individuals with disabilities
3. Demonstrated written and oral skills	6. Experience with computers and office equipment

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

• Valid Oklahoma Driver License
• Pass drug testing requirements
• Pass Background Check
• Associate's Degree in business administration or finance preferred

To apply, submit the following:

- A current Delaware Nation Employment Application, Resume and Cover letter
- 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.com