



**VACANCY ANNOUNCEMENT**

**RECEPTIONIST/SOS DATA ENTRY**

OPENING DATE: May 11, 2017 CLOSING DATE: May 25, 2017

DEPT.	Diabetes Awareness
LOCATION:	Lawton, OK
CLASSIFICATION:	Full Time

**DUTIES AND RESPONSIBILITIES**

Assist Director in daily administrative duties. Provide excellent customer service; communicate effectively with the public, coworkers, vendors, and other healthcare professionals. Screen visitors, mail, and answer telephone and take messages that are directed to the program. Make Podiatry &/or Shoe Fitting Clinic appointments on a weekly basis. Set up and clean the triage room for clinic. Must pay close attention to detail and be thorough. Issue and complete vouchers for medicine, durable medical equipment, eyeglasses, etc. to clients and/or fax to proper pharmacy or vendor. Dispense diabetic supplies, such as strips and lancets for diabetes self-care. Keep accurate inventory of supplies. Input, check, and download required key measures for the target group and Best Practice and run reports of the results for the SDPI outcomes system. Experience in using a computer using Microsoft Excel, Publisher, Word, etc. Set up and maintain files for office, vendors, and clients. File charts and other correspondence. Maintain accurate inventory of all supplies, such as shoes, medical supplies, etc. Able to travel in and out of state. Willing to get certified in fitness training and assist in planning and implementing classes related to nutrition and physical activity in the community. Be a team player. Performs other duties as assigned

**QUALIFICATIONS – SPECIAL REQUIREMENTS**

GED or High School diploma with some college, and/or experience related to secretarial, healthcare, nursing or diabetes prevention and management.  
 CPR/AED and First Aid certification and Food Handlers or must be willing to obtain certification.  
 Must have knowledge of office procedures and Microsoft office software.  
 Must have current valid Oklahoma Driver’s License.  
 Must be able to pass a background check and a drug test.

**APPLICATION PROCEDURE**

Submit:  
 1. A current Comanche Nation “application for employment”  
 2. A Certificate of Degree of Indian Blood (CDIB) and a valid driver’s license  
 3. College Transcript, G.E.D or Certificates of completion/proficiency  
 Applications must be received by 5:00 pm on the closing date.  
 Applications received after the closing date will not be considered for the position but Human Resources will retain your application on file.

**INDIAN PREFERENCE**

Qualified Indian candidates are given preference in accordance with Indian Preference Act of 1934 (Title 25, USC Section 472) consideration will be given to non-Indian applications in the absence of qualified Indian preference eligibles