

Job Announcement/Caddo Nation

CHR Generalist

The Caddo Nation is accepting applications for CHR Generalist.

Qualifications: Must pass an OSBI background check and possess a valid Oklahoma Driver's license, must have transportation to work, CPR/First Aid certification is required. Must have at least one year of experience in the medical field. Must be a high school/GED graduate. Computer skills, verbal and writing skills, maintain confidentiality, experience taking blood pressure and vital signs.

Major duties: transport clients within our service area to I.H.S. facilities, make appointments, prepare monthly reports, keep daily records of activities, made home visits, obtain medications as needed for clients and deliver.

Training may include basic CHR training & specialty training.

Submit application and resume to Caddo Nation HR Office at Box 487 Binger, OK 73009 or fax to: 405.656.2551. Prior applicants need not re-apply.