

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

*****VACANCY ANNOUNCEMENT*****

POSITION: Attendant
PROGRAM: Substance Abuse
DEPARTMENT: Health
STATUS: Full Time, Permanent
LOCATION: George Hawkins Memorial Treatment Center, Clinton, OK
ISSUE DATE: June 4, 2026

OPEN UNTIL FILLED

Duties and Responsibilities

- Works under the supervision of the Lead Attendant
- Instructs, supervises, and assists clients with daily living activities through scheduled routines during evenings and/or weekends
- Monitors client behavior and addresses concerns or conflicts between residents in a professional manner
- Provides support to clients with empathy, professionalism, and clear boundaries during difficult or crisis situations
- Ensures clients follow program rules and guidelines at all times
- Monitors approved prescription medications as assigned
- Completes required documentation and record keeping during each shift
- Communicates effectively with clients, staff, and team members both verbally and in writing
- Demonstrates the ability to understand and respond appropriately to the needs of multiple clients
- Maintains confidentiality regarding clients, staff, and program operations
- Demonstrates professionalism, strong ethics, and dependable work standards
- Uses strong organizational and time management skills while handling multiple tasks
- Works effectively with individuals from diverse cultural backgrounds
- Transports clients to appointments or events as needed
- Attends required staff meetings and in-service training sessions
- Must be willing to work evening, overnight, weekend, and holiday shifts
- Must maintain a flexible schedule and be available to help cover shifts when needed
- Performs other duties as assigned

Qualifications

- High School Diploma or GED preferred

- Must have a valid Oklahoma Driver's License
- Must have reliable transportation
- Must pass a background check and drug screen
- Must provide proof of COVID-19 vaccination or be willing to receive vaccination before employment
- One year of sobriety required
- Cheyenne & Arapaho preference

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyenneandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at: www.cheyenneandarapaho-nsn.gov