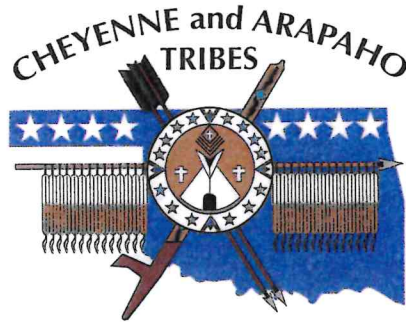


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Outreach Specialist
PROGRAM: Health Education
DEPARTMENT: Health
STATUS: Full Time, Permanent
LOCATION: Health Bldg. El Reno, OK
ISSUE DATE: August 11, 2026

OPEN UNTIL FILLED

Under the supervision of the Health Education Coordinator, the incumbent is responsible for promoting health and wellness within tribal communities by providing education, resources, and support.

Duties:

- Develop and implement outreach strategies to connect with Cheyenne and Arapaho tribal communities
- Conducting outreach activities tailored to Health Education 2025 Scope of Work
- Assist Prevention Director and Coordinator with meeting goals and deliverable within Health Education Strategic Plan.
- Participate in trainings, meetings, and professional development opportunities
- Collaborating with community partners
- Empowering individuals to make informed health decisions
- Organize events, health fairs and screenings to raise awareness of health issues and services, with HED Coordinator
- Maintain records of health education events and activities for reporting and evaluation purposes.
- Assist educational deliverables within schools Alongside Prevention Programs
- Prepare monthly reports with Health Education Coordinator
- Working with Prevention Programs cultural advisors
- Frequent travel within the Cheyenne and Arapaho Jurisdiction Area
- May require working nights and weekends
- Assist with purchasing and accounting processes

Skills:

- Strong written and verbal communication skills
- Broad knowledge of overall health and wellness principles.
- Ability to engage and connect with tribal communities
- Knowledge of public health issues, health disparities, and social determinants of health

- Proficiency in program planning, data collection, and evaluation
- Maintain confidentiality of all information received
- Proficient in public speaking and health education presentation

Qualifications:

- Associates Degree and or equivalent experience in Public Health, Health Education, Community Health or related field.
- Have knowledge of database resources, and ability to work with multiple community, state, tribal, and outside agencies to coordinate and develop program activities
- Tribal preference
- Must have driver's license to operate tribal vehicle(s)

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