

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

VACANCY ANNOUNCEMENT

POSITION: Receptionist
PROGRAM: H.O.P.E.
DEPARTMENT: Social Services
STATUS: Full Time, Permanent
LOCATION: Annex Building, Concho, OK
ISSUE DATE: August 31, 2026

OPEN UNTIL FILLED

DUTIES: Under the direct supervision of the Caseworker Supervisor and Hope Director, the incumbent is responsible to provide assistance to the Hope Coordinator in administering the Hope Assistance Program.

DESCRIPTION OF DUTIES:

- Disbursing applications to requesting parties.
- Receives applications and request necessary documentation to complete applications
- Set up telephone interviews/assessments.
- Keeps a daily call log of all incoming calls.
- Keeps a daily sign in sheet of all in person clientele.
- Performs general secretarial/receptionist duties: telephone etiquette, relaying messages, checking voicemails, typing, filing, data entry, etc.
- Assists in keeping statistical log of relevant monthly items.
- Uphold Hope Program Guidelines.
- Assist in the referral-making process by making contact with other resources when directed by the Caseworker Supervisor or the Hope Director.
- Ability to utilize tribal programs/software.
- **Maintain Program/Tribal member confidentiality.**
- During emergencies, ability to work outside regular business hours.
- Will serve as the Backup Records Clerk/Inventory Specialist for HOPE.
- All other duties assigned by the HOPE Caseworker Supervisor or Director.

QUALIFICATIONS:

- High School Diploma or GED and one year of related experience required.
- Computer literacy and skills preferred.
- Valid Oklahoma State Driver's License.

- Proficient communication skills, both oral and written.
- Ability to work in a high-stress environment.
- Knowledge of filing procedures with ability to maintain and/or organize department records.
- Skilled with general office equipment: Facsimile machine, typewriter, copiers, etc.
- Ability to work with public in all aspects.
- Ability to work with difficult clientele.
- Ability to manage time efficiently.
- 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