**Internal/External Announcement**

Federally Recognized

October 3, 1950

COUNCIL

Jeff Wacoche

CHIEF

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Amos Ketcher

ASSISTANT CHIEF

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Caleb Grimmett

SECRETARY

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Sonja Gourd

TREASURER

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Vacant

CANADIAN

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Cliff Wofford

COOWEESCOOWEE

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Tishaleta Gueverra

DELAWARE

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Frankie Still

FLINT

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Willie Christie

GOINGSNAKE

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Janelle Adair

ILLINOIS

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Charles Smoke

SALINE

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Donald Adair

SEQUOYAH

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Sammy Allen

TAHLEQUAH

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Opening Date: 5/5/2025

Closing Date: 5/12/2025

Applications can be obtained and then submitted using the information listed above or by email: mdowning@ukb-nsn.gov

Job Title: Title VI Assistant/Educator

Department: Title VI Elder Center

Location: Jim Proctor Community Center, Tahlequah

Reports To: Title VI Director

Status: Temporary Part-time, Non-Exempt

Pay: BOE (Grant funded, contract ends October 1, 2025) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB SUMMARY

Title VI delivers meals to homebound elders within Tahlequah City limits. Provide elders with nutrition and health information. Will do a needs assessment on all Elders in Community District meetings. May travel to Title VI conferences on Elder issues. Have knowledge of computers and be familiar with office equipment. Must be courteous and respectful to Elders and have knowledge of Keetoowah Traditions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Makes home deliveries within Tahlequah City limits.

Completes needs assessments on Elders 55+ at all council district meetings and elder events.

Travels to all conferences.

Excellent communication skills and provides material information on Health Promotion.

Understands and follows all Policy and Procedures, emergency and safety protocols.

All other duties assigned.

Qualifications

Be 18 years of age.

Must be a Licensed Practical Nurse or Registered Dietitian.

Must possess and maintain a valid unrestricted Oklahoma State Driver’s license verified by a motor vehicle report.

Must possess and maintain a Food Handlers permit.

Must possess a current First Aid certificate.

**UKB and Tribal preference applies.**