



CENTRAL OKLAHOMA
WORKFORCE INNOVATION BOARD
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ABSENTEE SHAWNEE TRIBAL

HEALTH SYSTEM

Prevention. Progress. Pride.



Absentee Shawnee Health Clinic is seeking a full-time Health System Deputy Financial Officer:

Location:

Norman, OK

Position Summary:

This position supports the Financial Officer and acts as the Deputy Director for the Health Finance in absence of Financial Officer; employee produces rich, in-depth content for analyzing the implications of AST Health Programs financial actions on day' to day business operations. This role's primary responsibility will be to research, analyze, gather quantitative data, and build high-level budget and financial analysis to assess the impact of potential outcomes. Serves as the conduit for health system financial accountability; alerts leadership to changes and challenges emerging that could interrupt the financial stability within the health system as to allow leadership response(s) to be timely and actionable to prevent losses as well as assure and sustain ongoing audit ready accountability to both the Tribe and Health System.

Responsibilities:

- Manage day to day Health Finance functions including accounts payable, Directors and staff with vendor inquiries.
- Review and calculate Third Party Accounts Receivable and prepare reconciliation report related to Health Finance monthly end close.
- Enter journal entry and reconcile Monthly Third-Party Receivable and Pharmacy Inventory.
- Prepare cash receipts, cash disbursement and journal entries for health programs to ensure proper coding of expenditures and revenues.
- Verifies, audits, edits, prepares, and update financial transactions including month end general ledger reconciliations.
- Reconcile third party daily deposits and match to MIP Accounting system's cash receipts entry to ensure completeness and accuracy.

Requirements:

- Bachelor's Degree and 10 years' experience as accountant or equivalent.
- Bachelor's degree in accounting preferred and Healthcare experience preferred.

Apply Here

Please contact Dana Campbell, Business Services & Communications Program Manager, **for information only.** (Issued 12/24/2024) at DanaClark@cowib.org or by telephone: 405.633.3785, TTY: 711 or 800.722.0353.



Equal opportunity employer and program. Auxiliary aids and services are available upon request to individuals with disabilities. Central Oklahoma Workforce Innovation Board's Workforce Innovation and Opportunity Act Title I program is 100 percent funded by the U.S. Department of Labor through awards totaling \$3,743,031.



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Midwest Bus Sales is seeking a full-time Bus Delivery Driver - MBS:

Location:

El Reno, OK

Position Summary:

Bus delivery drivers provide an invaluable service to the customers receiving their new or used bus. Being able to communicate all the features and functions to the transportation staff is critical to the total customer experience. Driver must be friendly, knowledgeable of the bus product and features. They must conduct pre-trip bus safety inspections, adjust safety devices, operate radios, and operate a 27,000-gross vehicle weight-rated school bus. Must be DOT compliant and understand how to fill out DOT logbook.

Qualifications and Skills:

Read in the English language to identify road signs, read necessary forms, bus route inspections, and company policies and procedures manual. Possess basic math skills to keep records of mileage, transfer odometer reading, and calculate fuel usage. Able to write legibly in the English language to maintain necessary records and forms as prescribed by company policy. Repetitious climbing in and out of bus is required. Able to safely operate a 16 to 71-passenger school bus and company sedan vehicles. Able to coordinate two or more physical operations simultaneously, such as maneuvering a bus while operating levers and operate a bus with automatic transmission. Be able to communicate with transportation director and other transportation staff in the English language to discuss products and features on the bus. · Able to tolerate heat. Most school buses are not air-conditioned and get very hot in the summer months. Be able to tolerate diesel fuel fumes, odors, and moderate dust conditions. Able to work in an environment with limited to moderate level of supervision and an atmosphere of informal autonomy. This requires adaptability to variable pressures and paces in any given workday. Able to perform multiple tasks simultaneously such as driving in unfamiliar areas and roadways while reading road signs and be aware of traffic conditions and stay on schedule.

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Sac and Fox Nation is seeking a full-time CHS Specialty Clerk:

Location:

Stroud, OK

Position Summary:

This position is located in the Contract Health Services Department of the Business Office at the Black Hawk Health Center located in Stroud, Oklahoma. The incumbent serves as Contract Health Services Clerk for Specialty Services and is responsible for monitoring patient records for eligibility for services and scheduling appointments for Optometry, Ophthalmology, Dental/Denture and Podiatry services.

Duties:

- Responsible for ensuring the implementation of policies and procedures for Contract Dental and Optometry Services as well as the CHS policies and procedures for Ophthalmology and Podiatry Services.
- Determines patient eligibility; serves as a liaison between the physician and patient to resolve issues concerning patient care, appointments etc.; schedules all appointments as needed and sends appointment notices to clients in a timely manner; schedules Specialty Clinic appointments from Patient Referral Notice Form, (IHS-199-1) issued by physicians of the Black Hawk Health center.
- Responsible for preparing and maintaining a Document Control Register for Specialty Services; completes and submits the appropriate Purchase Order Form (IHS 57 or 57-1A for Contract Dental and CHS Purchase Order Form (IHS 64 or 64-1A) for Optometry, Ophthalmology and Podiatry Services; prepares and submits a monthly financial report for each of the Specialty Service line items.

Education and Experience:

- High School graduation or equivalent; at least one (1) year of progressively responsible clerical, office or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position and completion of course work in Medical Terminology.
- Possess excellent oral and written communication skills and a professional appearance.

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Walgreens



Walgreens is seeking a full-time Pharmacy Technician/Pharm Tech Apprenticeship:

Location:

Guthrie, OK

Position Summary:

Our pharmacy technician positions have undergone an exciting transformation, moving from a transaction-based environment to a much more patient-centric one. You'll be front and center – interacting with our customers and developing strong patient relationships. Pharmacy is the core of our business, and our pharmacy technicians enjoy all the tools and support – including the latest technology – to grow their careers and reach their goals.

Duties:

- In accordance with state and federal regulations, assists the pharmacist, under direct supervision, in the practice of pharmacy. Assists the pharmacist in the performance of other Pharmacy Department duties in accordance with Company policies and procedures.
- Responsible for using pharmacy systems to obtain patient and drug information and process prescriptions. If PTCB certified, assists with and coaches pharmacy technicians in the operation of pharmacy systems and cashiers in the operation of the pharmacy cash registers.
- Models and delivers a distinctive and delightful customer experience.

Basic Qualifications:

- Must be fluent in reading, writing, and speaking English. (Except in Puerto Rico)
- Requires willingness to work flexible schedule, including evening and weekend hours.

Preferred Qualifications:

- Prefer six months of experience in a retail environment.
- Prefer to have prior work experience with Walgreens.
- Prefer good math skills so they can fill prescriptions accurately, including counting, measuring and weighing medications.
- Prefer PTCB certification.

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Dynamic Workforce Solutions is seeking a full-time One Stop Operator:

Location:

Oklahoma City, OK

Position Summary:

The One Stop Operator plays one of the most critical roles impacting job seekers and businesses throughout the communities served. Strengths for applicants should demonstrate effective communication (written and verbal); tactical management supervision, creation and execution of work plans that drive to the implementation of a new service delivery model. This model must work in the service delivery model workflow and represent business demands throughout the region.

Job Functions:

Oversee a group of teams that drive individuals to obtain services through the broad range of services and be accountable to identifying and enrolling targeted number of customers to receive services from all funding streams, initiatives, and programs. Tasks will include items such as: Coordination with Board Staff, Workforce Center Oversight, Outreach efforts, Community Collaborations, Referral process, Event hosting, initial assessment services, Universal population services, Adopting Agencies for partnering, and Pop-up services. The One Stop Operator will develop comprehensive, tactical strategies and goals to implement a strong service delivery model that improves efficiency and effectiveness while representing the local brand.

Qualifications:

- Education: A Bachelor's Degree in Business Administration, Psychology, Social Services, or a related field required or equivalent experience.
- Experience: Minimum of five years of experience working in a service industry, with a minimum of three years in a supervisory and operations management capacity. Strong business knowledge of customer service best practices and performance management.

[Apply Here](#)

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bethany children's
HEALTH CENTER



Bethany Children's Health Center is seeking a full-time Pharmacy Technician – Community Pharmacy:

Location:

Bethany, OK

Position Summary:

The Pharmacy Technician performs tasks involved in the preparation and distribution of medications in the outpatient pharmacy setting. The Pharmacy Technician works closely with pharmacy and hospital staff to ensure timely delivery of medications. This position works under direct supervision of a licensed pharmacist.

Primary Responsibilities:

- Prepares medications for dispensing including drawing up unit dose oral syringes, packaging tablets, and affixing labels for pharmacist review
- Delivers medications throughout the Hospital
- Customer service activities including answering the phone and resolving issues; assisting customers
- Housekeeping duties including taking out trash, keeping the pharmacy free of clutter and maintaining a clean work station
- May assist with staffing/coverage needs with the inpatient pharmacy

Qualifications:

- High School Diploma or GED.
- 6 months' experience as technician preferred, but not required.
- Current Oklahoma Pharmacy Technician Permit in Good Standing or willingness to obtain within 30 days of employment.

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DaVita is seeking a full-time Patient Care Technician:

Location:

Midwest City, OK

Position Summary:

DaVita is seeking a Patient Care Technician who is looking to give life in an outpatient dialysis center. You can make an exceptional difference in the lives of our patients and their families dealing with end-stage renal failure or chronic kidney disease.

Primary Responsibilities:

- Direct Patient Care. Spend the majority of your day in direct one-on-one patient care to provide safe, comfortable and hygienic dialysis treatment.
- Our PCTs care for multiple patients.
- Technician Duties. To monitor patients before, during and after dialysis treatment including measuring and recording stats, patient observations, and hemodialysis machine setup. Please note you will have exposure to blood and needles.
- Building long-term relationships with your patients who are suffering from end stage renal disease and are receiving treatment on average 3 times/week. You will also be responsible for educating patients on Kidney Dialysis related topics.
- Team. Cross functional team of clinicians including technicians, nurses, dietitians, social workers and leadership. PCTs work under the supervision of a RN.

Qualifications:

- Desire to enter the health care field to care for other people in need
- High school diploma or equivalent
- Must be comfortable working around blood and needles
- Must be comfortable mixing acid or bicarb
- Physical and mental ability to work long hours (some shifts are 12+ hours) on your feet so wear comfortable shoes! Our work ends when it's safe for our patients.
- Willingness to train and work across multiple clinics within the territory as needed.
- Health care experience a plus including: BONENT Certified, Certified Hemodialysis Technician (CHT), Certified Nursing Assistant (CNA), Certified Medical Assistant (CMA), or Phlebotomy certification.

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Central Oklahoma Community Action Agency is seeking a part-time Accounting Clerk – Records Management:

Location:

Shawnee, OK

Position Summary:

The Accounting Clerk is responsible for assisting the Finance Department in the preparation of monthly draw requests, monthly expenditure reports, mailing and/or faxing documentation to appropriate funding agencies. This clerk will assist payroll with filing time sheets and various other documents in employee files. The Accounting Clerk will be responsible for maintaining all Finance department records, both digital and hard copies. The Accounting Clerk works under the supervision of the Finance Director. Job descriptions may be modified based on COCAA needs and employees may be required to perform functions beyond those described below. Employees are “at will employees” in that either party may terminate the employment relationship.

Responsibilities:

- Must be able to use a cell phone, fax machine, voice mail, or other electronic devices and services
- Maintains files and records
- Employee works in an office environment and uses a desk top computer and other office machinery
- Assists staff in answering telephones

Requirements:

- Must have demonstrated skills working in a Microsoft environment, word processing, database software, spreadsheet programs, e-mail and internet applications
- Excellent project and time management skills
- Initiative, tact, diplomacy, and creativity required
- Detail oriented, strong organizational and analytical skills
- Working knowledge of the occupational hazards and safety precautions of the work environment

Apply by sending résumés to: COCAA, Attn: Finance Department, 2 E Main, Shawnee, OK 74801

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SSMHealth



SSM Health is seeking a full-time Medical Assistant - Surgery:

Location:

Shawnee, OK

Position Summary:

Assists with the examination and treatment of patients under the direction of a nurse practitioner, registered nurse, licensed practical nurse or physician.

Responsibilities:

- Room and interview patients, measure vital signs, and record information on patients' charts.
- Assists with treatments ordered as supervised by Provider, Registered Nurse (RN) or Licensed Practical Nurse (LPN).
- Prepares treatment rooms for examination of patients.
- Performs select clinical duties.
- Performs basic clerical duties including answering the phone, maintaining records, filing, and basic materials management to include clean, orderly environment.

Requirements:

- High school diploma or equivalent education and experience
- Completion or future completion of an accredited Medical Assistant program (WI only)
- Current BLS

Benefits:

- SSM Health values our exceptional employees by offering a comprehensive benefits package to fit their needs.
- Paid Parental Leave: we offer eligible team members one week of paid parental leave for newborns or newly adopted children (pro-rated based on FTE).
- Flexible Payment Options: our voluntary benefit offered through Daily Pay offers eligible hourly team members instant access to their earned, unpaid base pay (fees may apply) before payday.
- Upfront Tuition Coverage: we provide upfront tuition coverage through Flex Path Funded for eligible team members.

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TRADITIONS
HEALTH



Traditions Health is seeking a full-time Hospice Registered Nurse:

Location:

Seminole, OK

Duties:

- Completes initial and ongoing assessments to identify the physical, psychosocial, and environmental needs of home health patients/clients. Completes assessments at appropriate time points, including Outcome and Assessment Information Set (OASIS) or other assessments as appropriate to the patient.
- Develops, initiates, and revises the plan of care as necessary to ensure quality and continuity of care. Initiates appropriate preventive and rehabilitative nursing procedures. Refers to other services as needed. Plans for the discharge of the patient/client from services.
- Furnishes those services requiring substantial and specialized nursing skill. Counsels the patient/client and their family in meeting nursing and related needs. Uses infection control measures that protect both the staff and the patient (OSHA).
- Coordinates services. Informs the physician and other personnel of changes in the patient's/client's condition and needs.
- Monitors assigned cases to ensure compliance with requirements of third-party payors.
- Supervises, teaches and provides clinical direction to other nursing personnel. Assigns home health aides to specific patients. Supervises LPNs/LVNs and paraprofessionals providing services to patients/clients. May only conduct aide competency evaluations if qualified with two years of clinical experience and one year of home health experience.
- Performs on-call responsibilities and provides on-call services to patients/clients and their families as assigned.

Requirements:

- Graduate of an accredited Diploma, Associate or Baccalaureate School of Nursing
- Current State license as a Registered Nurse, current Driver's License.
- One year of experience as a Registered Nurse in a clinical care setting required. Home health experience preferred.

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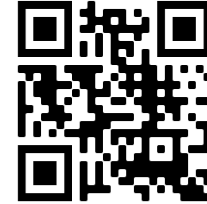
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The Workforce Innovation and Opportunity Act

Apply for WIOA to access these Work Experience and On-the-Job Training opportunities:

Work Experience for WIOA participants:

Canadian

DWFS-El Reno - 210 N Choctaw Ave - El Reno - Administrative Assistant - \$10

Intrada - 319 S Grand - El Reno - Maintenance Technician - \$15, Make Ready - \$15

Cleveland

Regional Food Bank of Oklahoma - 2635 N Shields Blvd - Moore - Food & Resource Center Associate - \$18.47

Hughes

Boyce Manor Nursing Home - 1600 Hwy 270 - Holdenville - CMA - \$15.50, Cook - \$9, Dietary Aide - \$9, Housekeeper - \$8, Laundry Aide - \$8, Social Services Aide - \$13

Dusti Dennie Insurance Agency - 700 N Hinckley St - Holdenville - Customer Service - \$12

Lincoln

Central OK Community Action Agency-Prague - 820 N Jim Thorpe Blvd - Prague - Office Clerk - \$10

RD Welding and Millwright - 35 Curtis Dr - Meeker - Welder - \$15

Logan

Cyclone Septics - 11600 W OK-33 - Guthrie - Ground Crew - \$15, Shop Helper - \$15, Shop Welder - \$15

First Capital Trolley - 311 N. Airport Road - Guthrie - Data Entry - Day - \$9, Data Entry - Evening - \$9, Dispatcher - Afternoon - \$9, Dispatcher - Morning - \$9, Driver - \$9

Logan County Economic Development Center - 3025 S Division St - Guthrie - Administrative Professional - \$12

Oklahoma Sports Heritage Museum - 315 W Oklahoma - Guthrie - Receptionist - \$10

Okfuskee

Cross Timbers Insurance - 316 W Broadway - Okemah - Administrative Assistant - \$11

Oklahoma

Bison Blinds - 920592 S 3290 Rd - Luther - Window Covering Installer Helper - \$14, Window Covering Manufacturing Helper - \$14

Boiling Point Media - 7801 N Robinson Ave - Oklahoma City - Marketing Coordinator - \$16, Visual Effects Artist - \$17

Building Roots Foundation, LLC - 14640 Bogert Parkway - Oklahoma City - Custom Homes Sales Agent - \$20, General Salesperson - \$20, Welder - \$20

Chic Evolution - 3913 N. Ann Arbor - Warr Acres - E-Commerce Associate - \$16

Chic Evolution-Expressway - 1900 NW Expressway - Oklahoma City - E-Commerce Associate - \$16

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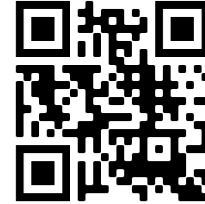
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The Workforce Innovation and Opportunity Act

Oklahoma (cont.)

Class Matters Inc - 1025 NE 15th St - Oklahoma City - Administrative Coordinator - \$15, Business Diversity Chair - \$10, College to Careers Coach - \$20, Community Care Chairperson - \$10, Conference Planning Chairperson - \$10, Food & Beverage Catering Coordinator - \$20, Instructional Assistant - \$12, Instructional Specialist - \$18, Junior President - \$15, Junior Programs Chairperson - \$12, Junior Secretary - \$10, Junior Treasurer - \$13, Junior Vice President - \$11, Leadership Chairperson - \$10, Life Coach - \$25, Membership Chairperson - \$8, Parent Liaison - \$12, Parliamentarian - \$8, Peer Mentor - \$10, Promotions Coordinator - \$13, Site Coordinator - \$35, Student Success Coach - \$15, Telecommunications Chairperson - \$15

Deer Creek High School - 6101 NW 206th St - Edmond - District Teacher Assistant Intern - \$15

Duly Integrated Security, LLC - 1000 W Wilshire Blvd - Nichols Hills - Electronic Security Technician - \$19, Trainee Tech - \$18

DWFS-OKC Central Office - 5005 N Lincoln - Oklahoma City - Administrative Assistant - \$12

EOC Tech - 4601 N Choctaw Rd - Choctaw - Body Shop Assistant - \$10, Child Development Center - Student Assistant - \$10, Maintenance and Grounds Worker - \$12, Support Services - \$10

Filmmakers Ranch - 4300 N Post Rd - Spencer - Construction/Carpenter Assistant, Intern Assistant

First Christian Church of Oklahoma City - 321 NW 36th St - Oklahoma City - Bicycle Mechanic - \$10

Florence's Restaurant - 1437 NE 23rd St - Oklahoma City – Bartender, Cook/Prep Cook/Ticket Builder, Dishwasher, Front of House Manager, Restaurant Executive Chef/Kitchen Manager, Restaurant General Manager, Takeout Order Specialist
Host/Hostess, Wait Staff

Good Girl Chocolate, LLC - 201 S Robert Kerr - Oklahoma City - Chocolatier - \$12, Prep Associate - \$10

Harrah Public Schools - 20670 Walker St - Harrah - Operations Electrician/Maintenance - \$14.85, Operations HVAC/Maintenance - \$14.85, Technology Repair Person - \$13

Inner Circle Academy - 2501 NE 23rd St - Oklahoma City - Event Coordinator - \$16.91, Event Staff Position - \$18

IT Assets, Inc. - 3844 NW 8th St - Oklahoma City - Auditor - \$12

Life Changes and Wellness - 8515 NE 25th St - Spencer - Digital Marketer - \$16, Front Door Monitor - \$15, Kitchen Assistant - \$15, Personal Assistant - \$15, Van Driver - \$12

Mansa Truck Sales & Services LLC - 3131 N MacArthur Blvd - Oklahoma City - Administrative Assistant - \$15

Martin Bionics Innovations LLC - 214 E Main St - Oklahoma City - Prosthetics Intern - \$14

MIO Dental Careers - 9202 S Penn - Oklahoma City - Sterile Tech/Admin - \$12

Mosaic Centre - 5350 S Western Ave - Oklahoma City - Medical Office Assistant - \$7.25

National Business Concepts - 10964 N May Ave, Ste A - Oklahoma City - Accounting Clerk

Native Wings Like an Eagle - 1207 Sovereign Row, Ste B - Oklahoma City - Receptionist - \$11

OFS, Inc - 4901 NE 23rd St - Oklahoma City - HazMat Tanker Class A CDL Driver - \$30, Office Assistant/Receptionist - \$12, Yard Hand - \$10, Yard Supervisor/Grounds Manager - \$12.02

OIC of Oklahoma County - 3033 N Walnut Ave - Oklahoma City - Development Database Assistant - \$16.75

OK Co Diversion Hub - 220 NW 10th - Oklahoma City - Admin Assistant - \$15, Programs Assistant - \$15

OKC Dream Center - 2212 SW 55th - Oklahoma City - Administrative Assistant - \$11, Homework Helper - \$11, Kids Program Assistant - \$11

Oklahoma Blood Institute - 1001 N Lincoln Blvd - Oklahoma City - Field Services Technician - \$15, Phlebotomist - \$13.50

Oklahoma Employment Security Commission 5005 - 5005 N Lincoln - Oklahoma City - Resource Room Attendant - \$15

Oklahoma Medical Pain Management - BPSM - 9220 S Pennsylvania Ave - Oklahoma City - Medical Assistant 1 - \$13, Medical Assistant 2 - \$14, Medical Assistant Lead - \$16, Medical Receptionist - \$12, Specialized Medical Assistant - \$15

Oklahoma Municipal Power Authority - 2701 W I-35 Frontage Rd - Edmond - Administrative Assistant - \$18

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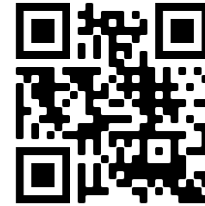


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The Workforce Innovation and Opportunity Act

Oklahoma (cont.)

Parkhurst Pumpkin Patch - 720 S Henney Rd - Arcadia - Admissions - \$12, Animal Care - \$12, Concessions - \$12, Grounds Crew - \$12

Paseo Avenues, LLC - 901 NW 25th - Oklahoma City - Administrative Assistant - \$12, Facilities Maintenance Technician - \$14.50, Intake Specialist - \$15, Kitchen Assistant, Kitchen Manager - \$17, Residential Assistant - \$15, Residential Living Facility Driver - \$18, Warehouse - Food Pantry Associate - \$15

Pivot, Inc - 201 NE 50th St - Oklahoma City - Custodial Aide - \$11

Prairie Gardens Daycare - 12301 N Western Ave. - Oklahoma City - One's and Two's Teachers - \$11.50, Three and Four's Teachers - \$11.50

Radiant Health & Wellness Clinic LLC - 215 N Midwest Blvd - Midwest City - Medical Assistant - \$14

Reaching Our City - 7710 NW 10th St - Oklahoma City - Certified Nursing Assistant - \$15, Custodian/Maintenance - \$13, DaySpring Adult Day Services CNA - \$15, , Donation Center Assistant - \$13, Facilities Maintenance & Logistics Assistant - \$15, Food Resource Center & Office Assistant - \$13, Hospitality Assistant - \$12, Janitor

Russyl & Sons Mechanical - 2765 West I-240 Service Rd - Oklahoma City - HVAC Tech Assistant - \$12

Southwest Logistics - 5001 NE 23rd St - Oklahoma City - Freight Broker - \$14

Stone Sisters Manufacturing - 2124 North Broadway Ave - Oklahoma City - Pizza Builder - \$13

Stone Sisters Organics - 2124 N. Broadway Ave. - Oklahoma City - Brand Marketer - \$15

Sunnylane Medical - 3916 S Sunnyslane Rd - Del City - Medical Assistant 1 - \$13, Medical Assistant 2 - \$14, Medical Assistant Lead - \$16, Medical Receptionist - \$12, Specialized Medical Assistant - \$15

TASK Teaching and Saving Kids - 8320 NE 10th St - Midwest City - Construction Laborer - \$15, Intervention Specialist - \$15

Thick Descriptions - 3810 N Tulsa, Ste C - Oklahoma City - Administrative Assistant/Clerical Support

Town of Luther - 108 S Main St - Luther - Administrative Intern - \$10

Verit Labs - 500 N Meridian, Ste 402 - Oklahoma City - Technical Assistant/Tech Support Trainee - \$15

Pottawatomie

Bison Metals Technologies, LLC - 41600 Wolverine Road - Shawnee - Machine Operator - \$15

DWFS-Shawnee - 2 John C Bruton - Shawnee - Administrative Assistant - \$10

Hardins Family Plumbing LLC - 903 W Highland St. - Tecumseh - Plumber Helper - \$15

OESC - Shawnee - 2 John C Bruton Blvd - Shawnee - Career Coordinator - \$12

Shawnee Forward - 130 N Louisa Ave - Shawnee - Creative Marketing Intern - \$15

Seminole

Central Oklahoma Community Action Agency-Wewoka - 101 West Park - Wewoka - Office Clerk - \$10

City of Wewoka - 123 S Mekusukey - Wewoka - Code Enforcement Officer - \$10, Golf Course Attendant - \$10, Library Clerk - \$9, Office Assistant - \$10

DWFS-Seminole - 229 N 2nd St - Seminole - Administrative Assistant - \$10

OESC - Seminole - 229 N 2nd St - Seminole - Career Coordinator - \$12

Sparkling Water Pool Service - 1304 Timmons St - Seminole - Pool Technician Assistant - \$10

Please contact **Dana Campbell**, Business Services & Communications Program Manager, **for information only.** (Issued 12/24/2024) at DanaClark@cowib.org or by telephone: 405.633.3785, TTY: 711 or 800.722.0353.



Equal opportunity employer and program. Auxiliary aids and services are available upon request to individuals with disabilities. Central Oklahoma Workforce Innovation Board's Workforce Innovation and Opportunity Act Title I program is 100 percent funded by the U.S. Department of Labor through awards totaling \$3,743,031.



CENTRAL OKLAHOMA WORKFORCE INNOVATION BOARD

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The Workforce Innovation and Opportunity Act

On the Job Training (OJT) Opportunities for WIOA participants:

Cleveland

Flash Networks Group Inc - 3550 National Dr - Norman - Research Assistant - \$20

Wildcare Oklahoma - 8505 Wildwood Ln - Noble - Registered Veterinary Technician (RVT) - \$13.50, Wildlife Rehabilitation Manager - \$14.50, Wildlife Rehabilitator - \$11.50

Logan

Cyclone Septics - 11600 W OK-33 - Guthrie - Shop Laborer - \$16

Pintail Oil Services - 1015 E Warner Ave - Guthrie - General Laborer - \$18

Oklahoma

Boiling Point Media - 7801 N Robinson Ave - Oklahoma City - Assistant Project Coordinator - \$14.50, Digital Marketing Intern - \$15, Social Media Intern - \$15, Visual Effects Artist - \$17

Building Roots Foundation, LLC - 14640 Bogert Parkway - Oklahoma City - Custom Home Sales Agent - \$20, General Accountant and Office Assistant - \$20, General Salesperson - \$20, Welder - \$20

Integrated HVAC LLC - 5600 Industrial Blvd - Edmond - Assistant Plan Designer - \$15, Installer Apprentice - \$15

IT Assets, Inc. - 3844 NW 8th St - Oklahoma City - Auditor - \$14

Oklahoma Medical Pain Management - BPSM - 9220 S Pennsylvania Ave - Oklahoma City - Medical Assistant 1 - \$13, Medical Assistant 2 - \$14, Medical Assistant Lead - \$16, Medical Receptionist - \$12, Specialized Medical Assistant - \$15

Reaching Our City - 7710 NW 10th St - Oklahoma City - Certified Nursing Assistant - \$15, Custodian/Maintenance - \$13, Food Resource Center & Office Assistant - \$13, Hospitality Assistant - \$12

Slack's HVAC & Construction, LLC - 8908 Stanford Court - Oklahoma City - Shop Apprentice - \$15.50, Shop Hand - \$15

Southwest Logistics - 5001 NE 23rd St - Oklahoma City - Broker or Sales Assistant - \$14

Sunnylane Medical - 3916 S Sunnylane Rd - Del City - Medical Assistant 1 - \$13, Medical Assistant 2 - \$14, Medical Assistant Lead - \$16, Medical Receptionist - \$12, Specialized Medical Assistant - \$15

USIC, LLC - 2501 S Purdue - Oklahoma City - Utility Locator - \$20

Vox Printing - 4000 E Britton Rd - Oklahoma City - BHS Flex Line Operator - \$17

Pottawatomie

Bison Metals Technologies, LLC - 41600 Wolverine Road - Shawnee - Machine Operator - \$16, Maintenance Millwright - \$16

Georg Fischer Central Plastics, LLC - 39605 Independence - Shawnee - Machine Operator - \$16

Hardins Family Plumbing - 903 W Highland St - Tecumseh - 2nd Year Apprentice - \$20

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