



**Human Resources**  
**P.O. Box 400**  
**Okmulgee, OK 74447**

**POSITION:** SBIRT Care Coordinator (BHS)-Koweta  
**VACANCY ANNOUNCEMENT:** CN-18-142

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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The Muscogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscogee (Creek) Nation. MCNDH is an integrated system of six health centers, an Express Care Clinic, two hospitals, a physical rehabilitation center and nine comprehensive community health programs Offering services across the lifespan including pediatrics, family medicine, nursing, dental, laboratory, radiology, pharmacy, behavioral health, emergency medical, audiology, nutrition, physical therapy and optometry.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of the position is to ensure a holistic, whole-person approach to providing patient support, referrals and resources in Adult Integrated Care for the SBIRT grant. The Care Coordinator will be responsible for maintaining contact, follow up care, including GPRA's with patients identified by Behavioral Health Consultants. Care Coordinators will be in various BHS locations. The incumbent will also be asked to float to other clinics at times. . Incumbent reports directly to the SBIRT Project Director.

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**REQUIREMENTS:** Candidates must meet the following requirements:

A Bachelor's Degree in Human Services related field is preferred with a Bachelor's Degree is required. A minimum of one (1) year of relevant work experience is required. Case Management certification or eligibility for certification is required. Must possess a valid Oklahoma Driver's License and be insurable.

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**EVALUATION METHODS:** Applicants who meet the requirements described above will be evaluated to determine the extent to which they possess or have the potential to acquire knowledge, skills, abilities and personal characteristics, (KSAP's) required of this position. Applicants should address the following KSAP's on a separate attachment to their application.

1. Knowledge of social services programs and available community resources.
2. Knowledge of basic understanding of Integrated Care and Substance Use.
3. Skill in interpersonal and human relations including teaming and collaboration abilities.
4. Skill in crisis intervention.
5. Ability to work as a team member with other staff to achieve the goals and objectives of the program.
6. Ability to follow BHS guidelines, HIS guidelines and established policies and procedures.
7. Ability to utilize a personal computer and its applications in a Windows environment.
8. Ability to exercise sound independent judgment and establishing work priorities.
9. Ability to meet assignment deadline and interpret established policies and procedures.
10. Ability to maintain strict consumer confidentiality at all times.
11. Ability to maintain a confident, professional demeanor.
12. Ability to work in an interdisciplinary setting.
13. Ability to assess and determine a patient's needs.
14. Ability to identify and engage patients within Primary Care and Behavioral Health.
15. Ability to lean and navigate the system, being a main point of contact for shared patients and families with the ability to confidently answer questions for patients and families.
16. Ability to assist Behavioral Health Consultants in following the patient by direct communication or through Electronic Health Records to guarantee no patient falls through gaps.

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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://www.creekhealth.org). (Current employees must use a transfer request form available on the intranet home page under forms). The KSAP's as outlined in the Evaluation Methods section should be addressed, but are not required. For further information call Jeremy Smith at (918) 732-7828. The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator

Date