



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

**POSITION:** Information Technology (IT) Trainer-MCN Medical Center  
**VACANCY ANNOUNCEMENT:** CN-18-181

**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 incumbent will be responsible for the training needs of Muscogee (Creek) Nation Department of Health and design/develop training programs delivered in a variety of formats (WBT, classroom, self-paced). Will develop training project plans; serve as the training and communications expert on project teams for systems implementations; and conduct training both classroom and online as needed. Incumbent will also assist IT staff with special projects as needed.

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

Bachelor's degree required . Degree in clinical area preferred. Minimum of three years in teaching\training\implementation of healthcare applications and healthcare IT; necessary to have proficiency in using information technology. Prefer experience in teaching healthcare-based IHS systems (NextGen) preferred. Previous experience with administration of learning programs, able to create and follow curriculums, and utilize a variety of educational methods for enhancing the learning process as the need arises. Experience in clinical settings preferred. Incumbent must be insurable and valid Oklahoma Driver's License is required.

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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.

- a) Strong customer service skills.
- b) Proficient in the use of Internet browsers and Microsoft Office products.
- c) Firm understanding of adult learning principles and appropriate teaching methodologies. This individual must have good interpersonal skills and be able to work as part of a team. Demonstrated ability to work with all disciplines; engaging all members of the interdisciplinary team, including physicians, other providers and clinical staff.
- d) Must possess excellent organization skills and have the ability to analyze and trouble shoot problems.
- e) Must be able to demonstrate an understanding of project management methodologies and techniques.
- f) Ability to multi-task is essential, as is the ability to function in stressful and emergency situations.
- g) Strong detail orientation and time management skills are required.

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**APPLICATION PROCEDURES:** Apply online at [Department of Health Application](#). (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