



Human Resources

P.O. Box 400
Okmulgee, OK 74447

POSITION: Emergency Management/Safety Tech-MCN Medical Center
VACANCY ANNOUNCEMENT: CN-19-09

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

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.

DESCRIPTION OF ASSIGNMENT: The Emergency Management Coordinator is directed to provide leadership and management necessary to achieve organizational compliance with requirements of the Emergency Management and Environment of Care. As an emergency management professional you will provide emergency planning, procedures and disaster preparedness training and monitor compliance with emergency management plans. This role maintains continuous survey readiness through compliance with regulations from a number of regulatory agencies, including the DNV-GL, the Accreditation Association for Ambulatory Health Care (AAAHC), the Occupational Safety and Health Administration (OSHA), the Hospital Incident Command System (HIC), the National Fire Protection Association (NFPA), Tribal, Federal and State. This role maintains the Emergency Management Program plans, policies and procedures to service as a resource for the Program Managers and Health System Administrators.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor of Science Degree in Occupational Safety & Health or a related field is preferred. Experience may be substituted for education. Minimum three (3) years of Emergency Management in a healthcare facility and environment of care required. Incumbent must possess a valid Oklahoma State driver's license. Certifications in the following preferred: FEMA Incident Command System (ICS) 100, 200, 300, 400, 700, 800, Emergency Management, Hazmat, Indian Health Service (IHS)

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 tribal governmental systems, public health systems and organizational management systems at a corporate level of an organization.
2. Knowledge of the DNV-GL, the Accreditation Association for Ambulatory Health Care (AAAHC), the Occupational Safety & Health Administration (OSHA), the National Protection Association (NFPA), the Emergency Management standards.
3. Experience in developing policies and procedures desired.
4. FEMA NIMS ICS 100, 200, 300, 400, 700, 800
5. Knowledge of hospital/facilities management, clinical, and/or regulatory standards is required.
6. Knowledge of the Hospital Incident Command System (HICS) structure
7. Experience with the coordination of preparedness, mitigation, response and recovery processes associated with healthcare emergency management
8. Working knowledge of Federal (National Incident Management System-NIMS), local and regional emergency management systems.
9. Analytical skills to comprehend and interpret complex regulations, perform data analysis, and communicate results to others is required.
10. Knowledge of Microsoft Office Word, Excel, PowerPoint and Abode.
11. Organizational and project management skills.

APPLICATION PROCEDURES: Apply online at 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.

Staffing Coordinator

Date