



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

POSITION: Clinical Education Coordinator-MCN Medical Center
VACANCY ANNOUNCEMENT: CN-19-25

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 purpose of the position is to provide training and development to clinical and non-clinical staff in the assigned medical facility.

REQUIREMENTS: Candidates must meet the following requirements:
Master's degree in Nursing Education is required. One (1) year of related experience.

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. Ability to coordinate and make all necessary arrangements for training.
2. Ability to track training and to maintain files/records of said activity
3. Knowledge and ability to analyze and ascertain training needs or requirements of facility staff.
4. Skill and ability to plan, organize and prioritize tasks.
5. Knowledge of DNV accreditation requirements.
6. Knowledge and ability to utilize a personal computer and its applications in a Windows environment.
7. Ability to communicate courteously and effectively with all levels of staff in a professional manner both orally and in writing.

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.

Staffing Coordinator

Date