



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

POSITION: Safety Technician-Okmulgee
VACANCY ANNOUNCEMENT: CN-19-42

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 this position is the development of a Safety staff person that can aid in the development of a comprehensive Safety Management program for the Muscogee (Creek) Nation Department of Health.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor Degree in Health or Safety or pursuing a degree in Safety is preferred. Experience may be substituted for education. At least 100 hours of education completed toward degree in Safety. Incumbent must possess a valid Oklahoma State driver's license. Certifications in related areas would benefit the incumbent.

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) Knowledge of tribal governmental systems, public health systems and organizational management systems at a corporate level of an organization.
- b) Ability to plan and develop goals for a comprehensive Safety Program for the Muscogee (Creek) Nation Department of Health in cooperation with Program Managers and Health System Administrators. The development of outcome measures to monitor and analyze goal progression is a preferred skill.
- c) Knowledge of applicable rules, regulations and guidelines based upon Musocgee (Creek) Nation Tribal law, Federal Law, State Law and accreditation organizations having oversight of the MCNDH.
- d) Ability to communicate effectively to all relevant departments, agencies and individuals in order to properly conduct day-to-day business.
- e) Ability to prioritize tasks and responsibilities in an efficient and effective manner.

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