



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

**POSITION:** RN Case Manager-CNCH  
**VACANCY ANNOUNCEMENT:** CN-19-47

**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 this position is to facilitate patient admissions/discharges and health benefits coordination to patients of the Creek Nation Community Hospital by providing patient case management and discharge planning.

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

A Bachelor's Degree in Nursing (BSN) received from an accredited school of professional nursing is preferred. Candidates that have completed an Associate's Degree or other program of at least two (2) years in nursing or a related field may also be considered. A minimum of one (1) year related experience in a relevant job position. Incumbent is required to possess current licensure by the State of Oklahoma or National Council of State Boards of Nursing for Registered Nurse and current CPR and ACLS certification.

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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) Knowledge of all aspects of case management and discharge planning for hospital inpatients.
- b) Knowledge of acceptable standards of nursing practices, principles and theories.
- c) Knowledge of IHS and MCNDH policies and procedures as they relate to patient case management and discharge planning.
- d) Knowledge of the Privacy Act and other related regulations with regards to confidentiality and the release of medical information.
- e) Knowledge of patient registration procedures, insurance pre-certification and regulations for inpatient hospitalizations.
- f) Ability to communicate and interact effectively with patients and their families, staff members, other MCNDH employees, tribal officials and the public both orally and in writing.
- g) Knowledge of patient educational needs and teaching techniques to be utilized for discharge planning with hospital inpatients.
- h) Ability to communicate and accept varied lifestyles, healing methods and practices.
- i) Knowledge and skill to utilize a PC in a Windows environment and to operate other necessary office equipment.

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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