



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

POSITION: Diabetes Program Manager-Okmulgee
VACANCY ANNOUNCEMENT: CN-19-48

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 coordinate the Diabetes Prevention and Management Program of the Muscogee (Creek) Nation Department of Health (MCNDH). Incumbent plays a vital role in the planning, designing, implementing, monitoring and evaluating of the Program. This is an exempt position as applicable to the FLSA.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's Degree is required. A Master of Science in Nursing or Nutrition, a Master of Public Health or a Master of Education is preferred. For each level of education stated above, at least five (5) years of experience in the field of diabetes prevention and management or health administration is preferred. Licensed healthcare professional is preferred. Certification as a Diabetes Educator (CDE) or Certification as a Health Education Specialist (CHES) is preferred.

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 supervisory and managerial principles and skills including program planning and evaluation, directing program activities, funding and staffing in line with program goals.
- b. Knowledge of the principles and practices of health promotion/disease required in developing prevention and management plans.
- c. Knowledge of clinical and nutritional problems associated with diabetes.
- d. Knowledge of the appropriate education and training principles for all age groups as applied to public health practices for instruction of lay and professional groups.
- e. Skill in establishing realistic program goals and objectives, analyzing situations accurately and adopting and implementing effective courses of action.
- f. Ability to communicate courteously and effectively with patients and their families, medical and administrative staff, health care professionals and the general public on an individual and group basis, both orally and in writing.
- g. Ability to utilize a personal computer in a Windows environment.
- h. Ability to maintain a confident professional demeanor.

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