



## Human Resources

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

**POSITION:** Physician-Sapulpa  
**VACANCY ANNOUNCEMENT:** CN-19-70

**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 the position is to provide healthcare to the designated population of the Muscogee (Creek) Nation Department of Health in accordance with the MCNDH guidelines, policies and procedures. Delivery of services provided in accordance with IHS guidelines, JCAHO standards, State and Federal guidelines and standards of practice as set forth by the American Medical Association or American Osteopathic Association. Incumbent reports to the CMO. Administrative support and supervision is provided by the Clinic Administrator. This is an exempt position as applicable to the provisions of the FLSA.

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

Incumbent must be a graduate of an accredited college/university of medicine receiving a M.D. or D.O. and must possess a current State of Oklahoma license to practice medicine, a DEA license, Medicare provider agreement, and ACLS certification. One (1) year relevant residency program or three (3) additional years of relevant experience without certification from an accredited residency program as stated in the educational requirements. Incumbent must possess current State of Oklahoma License to practice medicine and /or be able to obtain this license prior to employment with the Muscogee (Creek) Nation Department of Health.

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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.

1. Professional knowledge of the principles and practices of organization and management of public health care delivery programs, administration procedures; practice of the method and techniques of health care administration and evaluation.
2. Knowledge of pertinent rules, standards, regulations, policies and procedures governing the health care industry.
3. Ability to communicate effectively with patients, dental and medical staff, administrative staff, health care professionals and the general public both orally and in writing.

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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