



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

POSITION: Project Director (BHS)-HIV Grant-Okmulgee/Koweta
VACANCY ANNOUNCEMENT: CN-19-82

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 overall management to the HIV grant in the areas of planning, organizing and coordinating testing activities. Incumbent reports directly to the Director of Behavioral Health Services.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's degree in nursing, human services or social work.

Preferred- A master degree in nursing, human services or social work and valid RN/LCSW/LPC licensure. 5 years experience in working with HIV service organization and/or experience with federal grants. A minimum of two (2) years of relevant work experience in tribal community services and/or significant experience in a HIV service organization. Must possess a valid Oklahoma Driver's License and be insurable. RN, LCSW, or LPC licensure valid in the state of Oklahoma is required.

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. A broad-based range of knowledge in federal or state health care grant administration.
2. Knowledge and skill in the use of computer applications in MS Windows environment.
3. Knowledge and skill in Electronic Health Records. Next Gen EHR preferred.
4. Skill in communicating courteously and effectively with patients and their families, MCNDH Staff, outside agencies and the general public both orally and in writing.
5. Skill in maintaining accurate records and preparing various reports in a timely manner.
6. Skill in presenting ideas and facts effectively and accurately.
7. Skill and ability to participate and work as a team member.
8. Knowledge in the areas of HIV/AIDS treatment, assessment, diagnostics and consultation.
9. Ability to maintain consumer/client confidentiality at all times.

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