



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

POSITION: Project Director (BHS)-Trauma Grant-Okmulgee/Koweta
VACANCY ANNOUNCEMENT: CN-19-83

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 NCTSI prevention grant in the areas of planning, organizing and coordinating activities. Incumbent reports directly to the Director of Behavioral Health Services.

REQUIREMENTS: Candidates must meet the following requirements:

A Master Degree in Human Services or related field. A Master's Degree in Social Work or related field and valid LCSW/LPC/LMFT licensure is preferred. A minimum of two (2) years of relevant work experience with grant administration. 5 years grant experience preferred. Must possess a valid Oklahoma Driver's License and be insurable. LCSW, LPC or LMFT 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. A broad-based quality range of knowledge acquired through professional experience in the field of counseling.
3. Proven skill and ability in the areas of trauma treatment, assessment, diagnostics and consultation.
4. Knowledge and skill in the use of computer applications in MS Windows environment.
5. Knowledge and skill in the use of electronic health records, Next Gen preferred.
6. Skill in communicating courteously and effectively with patients and their families, MCNDH Staff, outside agencies and the general public both orally and in writing.
7. Skill in maintaining accurate records and preparing various reports in a timely manner.
8. Skill in presenting ideas and facts effectively and accurately.
9. Skill and ability to participate and work as a team member.
10. Ability to maintain consumer/client confidentiality at all times.
11. Skill in crisis intervention.

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