



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

**POSITION:** Project Coordinator-Case Manager (TOR)-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-19-97

**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 Tribal Opioid Response (TOR) Project Coordinator is responsible for ensuring the delivery and performance of completing the goals and objectives necessary for successful project implementation. The purpose of the TOR project is focus on meeting project commitments, including communications with upper management and other support staff to make sure that the scope and direction of TOR is on schedule. The Project Coordinator spends a significant time on project management responsibilities, the planning and implementation of solution to any identified issues within the TOR project, and monitoring progress of project goals.

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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, with preference given to those with a history of substance abuse case management. Experience in substance abuse and mental health program implementation and management is preferred. Must possess valid applicable State of Oklahoma licensure as required. Case Management Certification is preferred. Current driver's license and insurable to drive government vehicle is a must.

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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. Strong assessment Skills
  2. Knowledge of all aspects of case management for substance abuse treatment and Medication-Assisted Treatment (MAT)
  3. Knowledge of IHS and MCNDH policies and procedures as they relate to patient case management.
  4. Knowledge of the Privacy Act and other related regulations with regards to confidentiality and the release of medical information.
  5. 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.
  6. Knowledge of patient teaching/counseling techniques.
  7. Knowledge of regulations regarding pre-certification, etc., of various insurance companies and other sources of patient assistance programs.
  8. Ability to communicate and accept varied lifestyles, healing methods and practices.
  9. Must be computer literate; Basic knowledge of EHR and Microsoft Office Suite is required
  10. Ability to make critical decisions independent of immediate supervision in the system development while also utilizing an interdisciplinary team.
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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