



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

**POSITION:** Quality and Compliance Analyst-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-19-168

**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 Quality and Compliance Analyst, in addition to performing the duties and responsibilities of an internal auditor, the primary focus of this position will be designing and maintaining an internal audit program compliant with ISO 9001:2015 standards. The Quality and Compliance Analyst will be responsible for setting clear expectations for audit teams, coordinating assignments, monitoring productivity, and ensuring high quality output.

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

Bachelor degree in Nursing or Health Administration required. A minimum of two years of healthcare internal auditing experience is preferred; a minimum of two years of ambulatory or inpatient healthcare experience is required.

Licenses & Certification – Valid Oklahoma Driver’s License is required. Current State of Oklahoma Nursing License is preferred: Advanced certification including one or more of the following is preferred: Certified Internal Auditor (CIA); ISO 9001: 2015 Lead Auditor Certification; Certification in Healthcare Compliance (CHC); Certified Professional in Healthcare Quality; and Certified Compliance & Ethics Professional (CCEP).

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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. Ability to develop and implement written policies, procedures, and standards of conduct.
2. Coordinates and schedules all validation audits.
3. Demonstrates proficiency as an ISO 9001:2015 Lead Auditor by analysis of audit results and interpretation of 9001:2015 standards.
4. Demonstrates proficiency as an ISO 9001:2015 Lead Auditor by managing the audit process, including opening meetings, auditing, closing meetings, and reporting.
5. Demonstrates proficiency in medical terminology
6. Develops and maintains an audit infrastructure to adequately assess risk and ensure proper documentation.
7. Exercises administrative judgement and assumes responsibility for decisions, consequences, and results having an impact on staff, patients, costs, and/or quality of care.
8. Performs audits independently with minimal supervision, writes administrative/clinical audit reports, and makes oral presentations to management and executive leadership.
9. Performs statistical analyses of clinical and operational data.
10. Possesses a high level of confidentiality.
11. Possesses excellent persuasion, negotiation, conflict resolution, and collaboration skills.
12. Reports audit findings, including on-going corrective actions, preventive actions, and the effectiveness of those actions put into practice to management and executive leadership.
13. Serves as a coach and mentor in developing a team of MCNDH auditors.

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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://www.creekhealth.org). (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