



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

POSITION: Project Coordinator (COAP)-Okmulgee
VACANCY ANNOUNCEMENT: CN-19-192

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 Comprehensive Opioid Abuse Program (COAP) Project Coordinator is responsible for ensuring the delivery and performance of completing the goals and objectives necessary for successful grant project implementation. The purpose of the COAP 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 COAP is on schedule. The Project Coordinator spends significant time on project management responsibilities, the planning and implementation of solution to any identified issues within the COAP project, and monitoring progress.

REQUIREMENTS: Candidates must meet the following requirements:

A Master's Degree in Human Services related field is preferred; a Bachelor's Degree is required. A minimum of one (1) year of related work experience in grant management is preferred

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. Assist in conducting needs assessment, program evaluation and other monitory activities to determine service expansion priorities.
3. Experience with development of an effective and efficient system that provides appropriate referrals for aftercare, and knowledge of community resources and services.
4. Responsible for ongoing planning and implementation of staff training and development activities.
5. Basic knowledge of grant budgets; grants management and programmactics.
6. Ability to work cooperatively and responsibly as a member of an interdisciplinary team with colleagues, supervisors, agency staff and collateral contacts.
7. Must be computer literate; Basic knowledge of Health Information Technology.
8. Ability to make critical decisions independent of immediate supervision in the system development while also utilizing an interdisciplinary team.

APPLICATION PROCEDURES: Apply online at 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.

Staffing Coordinator

Date