



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

POSITION: Director of Emergency Department Services-CNCH/MC
VACANCY ANNOUNCEMENT: CN-19-257

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 Director of Emergency Department Services establishes and enforces policies, procedures, standards and objectives in the emergency departments at the MCNMC and CNCH. Directs and supervises staff as well as workflow. Position has budgetary or fiscal accountability. Responsible 24 hours a day for the ongoing effective operation of the Emergency Department's by exerting a leadership role which supports the hospital's mission, vision, goals and objectives, while focusing on the patients, physicians, employees, volunteers and the community as customers. The Director of Emergency Department Services will have ongoing accountability for the continuous assessment, improvement, coordination and integration of the department services and standards of care into the hospital's primary function. Position is responsible for approving timekeeping, employee evaluation, meeting applicable regulatory standards, approving supply orders and department strategic planning. **This position is an exempt position.**

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor Degree in Nursing from an accredited nursing program is required. A Master's Degree in Nursing is preferred. Five (5) years of relevant experience in the Emergency Department is preferred. Three (3) years management/leadership experience is required. Current Registered Nurse license from Oklahoma Board of Nursing. BLS, ACLS, and PALS certification 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.

- a) Professional knowledge of nursing care principles, ethics, practices and processes required to assess the nursing needs of the Emergency Department.
 - b) Knowledge and skill required by the position includes administrative, program, or managerial experience in such areas as budget management, personnel management, and communications.
 - c) Knowledge and skill in coordinating the Emergency Department goals to align with the goals of the Muscogee (Creek) Nation Medical Center (MCNMC), Creek Nation Community Hospital (CNCH), and the Muscogee (Creek) Nation Department of Health (MCNDH).
 - d) Ability to efficiently organize a heavy workload and meet the deadlines that emerge on a daily basis.
 - e) Ability and skill to motivate and supervise subordinate nursing staff effectively to meet organizational goals and objectives.
 - f) Ability to deal effectively with many types of individuals in many different situations.
 - g) Skill in use of computer and other office equipment.
 - h) Knowledge of privacy act and maintenance of confidentiality.
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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.

Staffing Coordinator

Date