



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

POSITION: Program Administrator-Okmulgee
VACANCY ANNOUNCEMENT: CN-19-299

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 this position is to organize, direct, manage, and evaluate multiple community and public health programs of the Muscogee (Creek) Nation Department of Health (MCNDH). Incumbent has responsibility for oversight of community and public health programs. Ensures compliance with program requirements and all tribal, local, state, and federal regulatory laws, standards, and regulations. Develops the annual operating budgets for programs in conjunction with program leaders; oversees the development of policies and procedures; provides oversight to ensure operative and safe working conditions; review human resource needs with program leaders. Ensures the development and evaluation of performance improvement activities of each program. This is an exempt position as applicable to the FLSA.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree is required with emphasis in public health, nursing, business administration, or healthcare administration. A Master of Science in Nursing, a Master of Public Health or a Master of Business Administration is preferred. Supervisory experience required. For each level of education stated above, at least three (3) years of experience in the field of grant management or health administration is preferred. Certification as a Public Health Professional (CPH), Health Education Specialist (CHES), and/or Certificate in Professional Grant Writing 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. Knowledge of supervisory and managerial principles and skills including program planning and evaluation, directing program activities, funding and staffing in line with program goals.
2. Knowledge of the principles and practices of health promotion/disease prevention required in developing prevention and management plans.
3. Knowledge of the appropriate education and training principles for all age groups as applied to public health practices for instruction of lay and professional groups.
4. Skill in establishing realistic program goals and objectives, analyzing situations accurately and adopting and implementing effective courses of action.
5. Ability to communicate courteously and effectively with patients and their families, medical and administrative staff, health care professionals and the general public on an individual and group basis, both orally and in writing.
6. Ability to utilize a personal computer in a Windows environment.
7. Ability to maintain a confident, professional demeanor.

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