



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

POSITION: Tobacco Program Specialist-Okmulgee
VACANCY ANNOUNCEMENT: CN-20-104

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 facilitate, develop and provide community-specified programs and activities of the Tobacco Prevention Program to citizens of the Muscogee (Creek) Nation in order to complete its goals and objectives. Position is located at the Tobacco Prevention Office located in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. Associates Degree in Public Health related field is preferred. Two (2) years relevant experience in Public Health. Experience may be considered and substituted for the educational preferences.

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 tobacco use and its cultural significance among American Indian Tribes in Oklahoma (both rural and urban).
2. Knowledge of the clinical and health-related problems associated with commercial tobacco use.
3. Ability to learn the procedures, formats and protocols of the Tobacco Prevention Program (TPP).
4. Knowledge of patient teaching/counseling techniques and appropriate education and training principles for all age groups from diverse social classes.
5. Ability to develop and organize training and development programs for community, tribal and other participants.
6. Skill in public speaking to effectively communicate Program concepts to groups of American Indian individuals and experience using social media to promote events.
7. Ability to effectively achieve program goals and objectives, analyzing situations accurately and adopting effective courses of action.
8. Ability to communicate courteously and effectively with MCNDH staff, Creek citizens, Tribal Officials, outside agencies and the general public on an individual and group basis, both orally and in writing.
9. Ability to utilize a personal computer and its applications in a Windows environment.
10. Ability to prioritize tasks and responsibilities in an efficient and effective manner.

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