



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

POSITION: Elder Advocate-Physical Rehabilitation Center
VACANCY ANNOUNCEMENT: CN-20-120

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 Elder Advocate will work with and oversee the MCNDH Patient Auxiliary Program, which will provide an avenue for our Elderly patients to report any issues, concerns or barriers to receiving services for their health care within the MCNDH. This position is located at the MCN Physical Rehabilitation Center in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or Associates Degree in related field. Two (2) years working within a health system, clinical setting or working with elders. Valid Oklahoma Driver's License is 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.

1. Knowledge of the Creek Language in order to communicate effectively, both orally and in writing with patient who have limited English.
2. Ability to record observations and activities of patients and to follow oral and written directions.
3. Ability to establish and maintain effective working relationship with staff within each facility, department/programs and hospital.
4. Able to use computer and willingness to learn software systems of the MCNDH.
5. Ability to monitor and judge a situation accurately and provide an effective course of action for a patient/visitor/staff or occurrence.
6. Receive training in providing care or services to patient or clients.
7. Knowledge of basic medical terminology
8. Knowledge of HIPAA and Privacy Laws
9. Perform basic clerical functions
10. Basic knowledge of Microsoft Word & Excel

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