



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

**POSITION:** RN House Supervisor (Night Shift)-Medical Center  
**VACANCY ANNOUNCEMENT:** CN-20-211

**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:** To assist in coordinating, providing, and ensuring quality care to all patients receiving services in the emergency department and all other nursing areas, on assigned shift. Assists in the Development, maintenance, and assurance that the following functions are performed appropriate to the age of the patient in the delivery of quality care and services for the nursing and emergency department: Operations, policies/procedures, quality improvement, supervision and assignment of staff, budget, education, employee selection and orientation, coordination, documentation, professional behavior, and other duties as assigned. This position is located at the MCN Medical Center in Okmulgee, OK.

---

**REQUIREMENTS:** Candidates must meet the following requirements:

Incumbent must be a graduate of an accredited professional school of nursing. BSN preferred. Prefer one year of supervisory experience. Incumbent is required to possess current licensure by the State of Oklahoma or National Council of State Boards of Nursing for Registered Nurse. BLS, ACLS, and PALS certifications required. TNCC required within the first year of employment. NIHSS certification annually and ESI training within the first 60 days of employment.

---

**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. Professional knowledge of nursing care principles, quality management, ethics, infection prevention practices and processes required to assess nursing needs of patients and provide education to nursing staff.
2. Knowledge of wide variety of medical disorders, normal course of diseases, potential complications and individual therapeutic interventions.
3. Knowledge of pharmaceuticals, their desired effects, side effects and complications of their use.
4. Ability to recognize and react to emergency situations.
5. Knowledge and skill in operation and monitoring of general nursing equipment; e.g. infusion pumps, defibrillators, arrhythmia monitors, etc.
6. Ability to develop, implement and evaluate a patient care plan.
7. Ability to supervise and evaluate nursing staff.
8. Knowledge necessary to manage a fiscal budget.
9. Computer literacy and ability to become proficient on electronic medical record.
10. Ability to communicate professionally and effectively in oral and written form.
11. Strong leadership, communication and problem-solving abilities required.
12. No attendance related issues.

---

**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

