



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

**POSITION:** Diabetes Nurse Case Manager-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-20-212

**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 provide diabetes self-management education and to organize, coordinate, implement, evaluate and provide lower extremity preventive services throughout the MCNDH clinics. The incumbent will work with staffs of the Diabetes Prevention and Management Program and other MCNDH clinic staff to accomplish these services.

---

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

Preference: Graduation as a BSN RN curriculum from an accredited professional school of Nursing. Three (3) years relevant experience is preferred. Must possess current State of Oklahoma Nursing License. Certification as a Diabetes Educator (CDE) 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. High degree of knowledge in health care delivery and quality improvement
2. High degree of knowledge and skills in providing preventive and treatment interventions to persons with diabetes in outpatient settings including initial, routine, urgent, annual, foot care, and complication care
3. Skill in dealing analytically and systematically with problems of organization, work flow, data systems and planning
4. Knowledge of ADA, IHS Best Practices, MCNDH and Diabetes Program guidelines, regulations, policies and procedures.
5. Ability to provide case management to patients with diabetes using current diabetes care standards and team-derived clinical and educational guidelines
6. Ability to provide diabetes education effectively to groups and individuals
7. Skill in obtaining departmental information from patients
8. Ability to coordinate, plan and schedule program activities within the Clinic
9. Ability to communicate courteously and effectively with patients and their families, medical and administrative staff, health care professionals and the general public both orally and in writing
10. Ability to utilize a personal computer in a Windows environment
11. 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