



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

POSITION: Administrative Director for Hospital Services-CNCH
VACANCY ANNOUNCEMENT: CN-20-226

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 assist in the planning, administration and coordination of non-medical services operations of the hospital facilities to ensure efficient and effective delivery of healthcare services. May intermittently manage full hospital operations at the direction of, or in the absence of the Chief Hospital Operations Officer. This is an exempt position as applicable to the provisions of the Fair Labor Standards Act.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelors Degree in Business Administration, Management or related field of study is required. A Masters Degree in a related field is preferred. A minimum of two (2) years of experience in the health care management/administration field is required, preferably in a tribal environment. Driver's License 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 mission, objectives and goals of the comprehensive health care program of the Hospital Services section of the Department of Health.
2. Ability to identify and initiate program improvements/modifications to meet the changing needs of both the community and the individual consumer.
3. Ability to develop and maintain effective administrative systems.
4. Skill in planning, coordinating, directing, and managing a range of tasks and competing priorities.
5. Knowledge of and demonstrated ability to apply sound management practices and principles related to organizing, allocating resources and developing/utilizing subordinate staff.
6. Knowledge of pertinent rules, regulations, policies and procedures in administrative areas such as personnel, finance, and procurement.
7. Ability to meet deadlines with limited supervision.
8. Current knowledge of state and federal guidelines, regulations and standard as well as accreditation requirements to ensure implementation and compliance.
9. Ability to communicate effectively, both verbally and in writing.

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