



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

**POSITION:** Epic Project Director-Medical Center  
**VACANCY ANNOUNCEMENT:** CN-20-254

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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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.

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**DESCRIPTION OF ASSIGNMENT:** This role of the Epic Project Director will be to assist with the implementation and upgrades of the EHR software. The Project Director is accountable for project directives, managing resource allocation and prioritizing work. He/She will also play an active role in making decisions involving processes and structures to support enterprise wide change. This position is located at the MCN Medical Center in Okmulgee, OK.

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

Bachelor's Degree in Computer Science, Management Information Science, Information Technology or related field is required. (7-10) years of relevant work experience is required. Experience in a Healthcare environment is required. A combination of education and relevant work experience may be considered in lieu of the education qualifications stated above. Incumbent must be insurable and valid Oklahoma Driver's License is required. Obtain appropriate Epic certification within 6 months of hire date.

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**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.

Advanced knowledge in clinical applications and data analytics is preferred. Strong knowledge of workflows, implementation timelines and EHR implementation required. Experience with large organizational change management is also required.

- a) Excellent listening, problem solving, conflict management, critical thinking skills, and oral and written communication skills.
- b) Have a strong working knowledge of HIPAA Privacy and Security requirements
- c) Demonstrate strong working knowledge of programming logic, proficiency SQL coding abilities and MS Office products (i.e., Word, Excel, Access, etc.)
- d) Comfortable doing strategic work as well as hands on tactical day to day work.
- e) Analyze customer support issues to identify application and system problems and possible solutions.
- f) Accurately translates business requirements to detail-level system specifications and evaluates against system capabilities.
- g) Ability to work independently under minimum supervision.
- h) Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
- i) Ability to maintain a confident and professional demeanor.

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**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.

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Staffing Coordinator

Date