



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

POSITION: Contact Tracers (Temporary)-(2 Positions)-Okmulgee
VACANCY ANNOUNCEMENT: CN-20-231

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 the position is to provide support to MCNDH and MCN in fight against COVID-19. The contract tracer is responsible for reaching out to people (contacts) who have been exposed to COVID-19 and providing health education and guidance to interrupt ongoing disease transmission.

REQUIREMENTS: Candidates must meet the following requirements:

Associate Degree. A Bachelor's Degree (BSN) is preferred. Experience with nursing, health education, community outreach, and linkage to care, social services, or other public health services. Experience conducting telephone-based or in-person interview, data collection and data entry are preferred. Prefer current State of Oklahoma Nursing License.

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. Strong verbal and written communication skills, including active listening, emotional intelligence.
2. Ability to interact in a non-judgmental manner with culturally diverse populations and persons experiencing a wide range of social conditions.
3. Critical thinking and problem-solving skills, and the ability to use sound judgment in responding to client issues and concerns.
4. Ability to adapt to changing environments and receive constructive feedback.

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](tel: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