



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

POSITION: Epic Training Manager-Medical Center
VACANCY ANNOUNCEMENT: CN-20-256

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 role of the Epic Training Manager will be responsible for the instructional planning, design, and delivery of classroom training and curriculum (related to systems training). This position is located at the MCN Medical Center in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

BA or AA degree preferred (Healthcare and/or technical degree(s) ideal) Experience – (3-5) 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. Licenses & Certification – Incumbent must be insurable and valid Oklahoma Driver's License is required. Obtain appropriate Epic certification within 6 months of hire date.

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.

Demonstrated ability and experience in instructional planning, design, and delivery of classroom training and curriculum (related to systems training)

- a) Demonstrated ability to teach and present to various students including one on one sessions, group sessions, and training to a larger audience (including providers).
- b) Have a strong working knowledge of HIPAA Privacy and Security requirements
- c) Knowledge of curriculum development for adult learners and demonstrated proficiency in adult education and electronic/computerized training processes.
- d) Comfortable doing strategic work as well as hands on tactical day to day work
- e) Proficiency in Microsoft Office applications (Word, Excel, Power Point, Project, Visio, etc.)
- f) Ability to develop and maintain positive working relationships with technical, clinical, financial teams, end users, and key stakeholders.
- 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

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