



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

POSITION: SPF-PFS Program Coordinator (Part-Time)-Okmulgee
VACANCY ANNOUNCEMENT: CN-20-66

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 Strategic Prevention Framework- Partnership for Success Grant (SPF-PFS) Program Coordinator will primarily support mini-grantee's portion of the program in addition to supporting the Program Director's outreach responsibilities. Responsible for ensuring the delivery and performance of completing the goals and objectives necessary for successful mini-grant program implementation. The purpose of the SPF-PFS Program is focused on Alcohol and Prescription usage prevention within AI/NA youth. The Project Coordinator spends a significant time on mini-grant coordination responsibilities; planning, implementation and monitoring of the mini-grant program goals. Travel is required and occasional weekends. Incumbent must be insurable to drive a GSA vehicle. This position is located at the Baker Building in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma, Associates Degree in Business Management or related field preferred. Minimum of two years related experience in a relevant job position, with preference given to grant management. Experience in substance abuse prevention program implementation is preferred. Current driver's license and insurable to drive GSA vehicle is a must. CPR is 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 and demonstrated ability to apply strong practices and principles related to planning, organizing, coordinating, allocating resources and implementing in order to achieve established program goals and objectives.
2. Ability to negotiate effectively in a variety of adverse settings and conditions. Demonstrate flexibility in dealing with changing priorities.
3. Knowledge and skill to utilize a PC in Windows environment and to operate other necessary office equipment.
4. Ability to plan, organize and prioritize work.
5. Ability to communicate and interact effectively with administrative staff, Tribal and non-Tribal professional, community and other program participants both orally and in writing. Cultural competency.
6. Knowledge of substance abuse prevention and program management
7. Knowledge of the Privacy Act and other related regulations with regards to confidentiality and the release of information.
8. Knowledge of youth prevention teaching techniques.

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