



Human Resources P.O. Box 1118 Okmulgee, OK 74447

POSITION: Infection Prevention Data Analyst-Multiple Sites
VACANCY ANNOUNCEMENT: CN-23-214

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, three 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 for the collection, surveillance, input, and analysis of data for the MCNDH infection prevention and employee health programs; providing a safe & effective system for the maintenance of a sanitary environment, as well as, the surveillance, prevention, control, & reporting of data as required by state and federal agencies. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK, Muscogee (Creek) Nation Medical Center in Okmulgee, OK and Creek Nation Community Hospital in Okemah, OK

REQUIREMENTS: Candidates must meet the following requirements:

An Associate's Degree in Nursing (ADN) received from an accredited school of nursing is required. Bachelor of Science in Nursing is preferred. A minimum of five (5) years of health care and/or nursing experience preferred, and demonstrated clinical, analytical, and computer skills. Must possess current State of Oklahoma Nursing License. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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. Ability to communicate clearly and effectively, both orally and in writing.
2. Possess good organization and presentation skills. Demonstrate presentation/public speaking skills.
3. Definitive analytical ability. Problem solving is a required core competency.
4. Detailed working knowledge of the health care industry including EHR strategies, medical-legal issues, laws, regulatory agencies, and other national standards preferred.
5. Possess developed interpersonal skills to work in a high profile and fast paced team.
6. Advanced computer knowledge and skills.

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 Tracy Watters at (918) 762-0307. 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