



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

POSITION: Program Assistant-(TOR)-Muscokee
VACANCY ANNOUNCEMENT: CN-24-138

STARTING SALARY: Negotiable
CLOSING DATE: Open Until Filled

The Muscokee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muscokee (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 the position is to provide administrative support to the Project Director and Case Manager. The Program Assistant will be responsible for planning and implementing community outreach and education activities per grant guidelines and requirements. Helping patients to utilize community services and programs if eligible. Schedule appointments and supportive of patient follow up and discharge. Assist with reviews of Opioid Risk Tool screenings and scores. Assist with grant reporting per grant guidelines and requirements. Purchasing supplies and promotional items for office and grant. Assist with other duties as assigned. The Program Assistant will consistently display behavior that enhances the image of the health care system as evidenced by professional and courteous behavior toward all customers and co-workers. This position is located at the Muscokee Healing & Recovery Center in Muscokee, Ok.

REQUIREMENTS: Candidates must meet the following requirements:
A high school diploma is required. Experience with program management is required. Experience working in Substance Abuse and/or Mental Health Program is preferred.

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 communication and assessment skills.
2. Comprehensive knowledge of issues that may arise working with patients in a Substance Abuse and/or Mental Health Program.
3. Knowledge of IHS and MCNDH policies and procedures as they relate to patient rights and care.
4. Knowledge of the Privacy Act and other related regulations with regards to confidentiality and the release of medical information.
5. Ability to communicate and interact effectively with patients and their families, staff members, other MCNDH employees, tribal officials, and the public both orally and in writing.
6. Knowledge of and/or the enthusiasm to learn regulations regarding pre-certification, etc., of various insurance companies and other sources of patient assistance programs.
7. The ability to communicate and accept varied lifestyles, healing methods and practices.
8. Must be computer literate; Basic knowledge of EHR and Microsoft Office Suite is required.
9. Ability to make critical decisions independent of immediate supervision, if necessary.
10. Required to know marketing and social media for community outreach and education.

APPLICATION PROCEDURES: Apply online at www.creekhealth.org. (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