



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

**POSITION:** CHR Generalist: Hughes/Okfuskee County-Okemah  
**VACANCY ANNOUNCEMENT:** CN-21-112

**STARTING SALARY:** Negotiable  
**COSING 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 elevate the health status of the resident Indian population through the integration of health care delivery where no other program or resources are available throughout the service area. Outreach services may be provided which are designed to enhance community accessibility to tribal and IHS health care facilities clinics and hospitals in areas of need where no other program(s) or resources are available. This position is located at the CHR Office at the Creek Nation Community Hospital in Okemah.

---

**REQUIREMENTS:** Candidates must meet the following requirements:  
High School Diploma or GED equivalent. One year (1) relevant experience, minimum. Must possess and maintain a valid State of Oklahoma Driver's License, Personal Auto Insurance and be insurable by GSA.

---

**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. Medical knowledge or medical background, prefer C.N.A. certification or equivalent.
2. Knowledge of the Muscogee (Creek) Nation Department of Health service area, OKC & Tulsa.
3. Must have and maintain a valid Oklahoma State Driver's License and clean driving record. Incumbent must be able to qualify for Creek Nation vehicle insurance. Continued employment hinges upon regular attendance, maintenance of a clean driving record and qualification for Creek nation insurance.
4. Ability to satisfactorily complete the required training of the HP/DP Program including the CHR Basic Training or equivalent, CPR/First Aid/AED, HIPAA training.
5. Ability to deal effectively with clientele that may exhibit special needs and requirements.
6. Ability to work efficiently in an **ever changing environment.**
7. Skill and ability to communicate courteously and effectively both orally and in writing.

---

**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://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 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