



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

POSITION: Prevention Specialist-Native Connections Grant-(BHS)-Okmulgee/Okemah

VACANCY ANNOUNCEMENT: CN-21-122

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 purpose of the position is conduct prevention activities and implements specific community, school, and organization intervention and trainings in areas related to the program in Native American communities within designated service area of the Muscogee (Creek) Nation. Some travel is required.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree is required. A minimum of one (1) year work experience. Prevention Specialist certification or eligibility for certification is required. Must possess a valid Oklahoma Driver's License and be insurable.

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 in social services programs and available community resources.
2. Knowledge and skill in the use of computer applications in MS Window environment.
3. Skill in interpersonal and human relations, including teaming and collaboration abilities.
4. Ability to work as a team member with other staff to achieve the goals and objectives of the program.
5. Skill in problem solving, presenting ideas and facts effectively and accurately.
6. Ability to meet assignment deadline and interpret established work policies.
7. Ability to maintain consumer confidentiality.

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 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