



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

POSITION: Project Director-MSPI-(BHS)-Okmulgee
VACANCY ANNOUNCEMENT: CN-21-123

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: Grant Director is responsible for ensuring the delivery and performance of completing the goals and objectives necessary for successful grant project planning, implementation, organizing, reporting, and coordination within the Schools and Indian communities.

REQUIREMENTS: Candidates must meet the following requirements:

A Master Degree in Human Services related field is preferred with a Bachelor's Degree or 3 years grant experience. A minimum of two (2) years of relevant work experience in tribal community services and youth development. 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. A broad-based range of knowledge in federal and state health care grant administration.
2. Knowledge of basic accounting principles and business office/staff management.
3. Knowledge and skill in the use of computer applications in MS Windows environment.
4. Skill in communicating courteously and effectively with patients and their families, MCNDH Staff, outside agencies and the general public both orally and in writing.
5. Ability to demonstrate commitment, caring and respect for providers, children and adults from diverse backgrounds who have multiple needs or problems.
6. Ability to work cooperatively and responsibly as a member of an inter-disciplinary team with colleagues, supervisors, agency staff and collateral contacts.
7. Basic knowledge of Health Information Tehnology.
8. Skill in maintaining accurate records and preparing various reports in a timely manner.
9. Skill in presenting ideas and facts effectively and accurately.
10. Ability to maintain client confidentiality at all times.
11. Skill in crisis intervention

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