



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

**POSITION:** Grants Manager-Okmulgee  
**VACANCY ANNOUNCEMENT:** CN-21-207

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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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.

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**DESCRIPTION OF ASSIGNMENT:** The Grants Manager works in collaboration with the Department of Health Administration and the Tribal grants department in the preparation of grant applications and acquisition of available funding resources to enhance Tribal Health Operations and services in accordance with established goals and objectives. Job entails extensive research, coordination, collaboration and public relations skills.

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**REQUIREMENTS:** Candidates must meet the following requirements:

An Associate's degree in business discipline or experience in grant writing commensurate with degree. Four (4) years of relevant work experience is required experience in health-related grant writing. Applicant with a work record that demonstrates leadership in core values of the organization, clear and effective communications skills and a mature approach to problem-solving. Incumbent must be insurable and valid Oklahoma Driver's License is required.

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**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. Professional knowledge of the principles and practices of governmental and/or tribal grant requirements and reporting.
2. Ability to troubleshoot, analyze and resolve problems that affect the compliance with grant reporting and requirements and work with the owners of those grants to comply with grant requirements.
3. Strong interpersonal and communication skills; capable of making presentations, training grant owners and reporting the status of grants.
4. Ability to create and maintain Excel workbooks/worksheets for reporting the status of grants.
5. High level of integrity, confidentiality and dependability with a strong sense of urgency and results orientation.

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**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](tel:9187327828). The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.

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Staffing Coordinator

Date