



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

POSITION: Infection Prevention Specialist-Council Oak
VACANCY ANNOUNCEMENT: CN-21-241

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 this position is to provide leadership, direction, and management in the planning, development, implementation, and evaluation of the Ambulatory and/or Inpatient infection prevention program; safe & effective system for the maintenance of a sanitary environment, as well as, the surveillance, prevention, control & reporting of infections. This position is located at the Council Oak Comprehensive Health in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree in Nursing (BSN) received from an accredited nursing program is required. Five years of nursing experience preferred. Relevant work experience will determine salary level. Must possess Current State of Oklahoma Nursing License. CIC 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. Identifying, investigating, reporting, prevention and control of infections and communicable diseases within the organization, including both healthcare associated infections and community-acquired infections
2. Knowledge of the Privacy Act in regard to confidentiality and the release of medical information.
3. Knowledge of CDC guidelines and definitions of healthcare associated infections (HAIs), accrediting organization standards, federal and state regulations and national guidelines.
4. Skill and ability to organize and multi-task – ability to prioritize tasks by importance and accomplish highest priority tasks each day.
5. Ability to communicate courteously and effectively with co-workers, medical care providers, management personnel, tribal leaders and the general public both orally and in writing.
6. Skill in the use of a personal computer in a Windows environment, and other office equipment.
7. Ability to work with others on an individual basis utilizing high interpersonal skills.
8. Completes annual education requirements.
9. Maintains regulatory requirements.
10. Attends committee meetings as required.
11. Professional knowledge of nursing care principles, ethics, intervention, practices and processes required to assess nursing needs.
12. Skills in recognizing and determining possible causes for infectious diseases.
13. Ability to develop, implement and evaluate a nursing education/infection control program.
14. Knowledge of federal, tribal and state regulations regarding healthcare facilities.
15. Skill in teaching and the ability to learn from others.
16. Demonstrated knowledge and skill in human relations, public speaking, organization and presentation to groups large and small.

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