



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

POSITION: Director of Development and Outreach-Tulsa
VACANCY ANNOUNCEMENT: CN-21-262

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 build and maintain collaborative relationships with government officials, government staff and community stakeholders; navigate complex issues and find common ground with multiple constituencies with differing, and often opposing, perspectives. The incumbent is also tasked with creating a positive public image for MCNDH. This is an exempt position as applicable to the provisions of the FLSA.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's Degree in Business Administration, Public Relations, Marketing, Communications or related field, Management or related field of study is required. A Master's Degree in a related field is preferred. A minimum of ten (10) years of experience in government affairs; and public policy, marketing and/or communications

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. Experience leading government relations programs.
2. Tribal Healthcare knowledge.
3. Must have strong interpersonal skills, with the ability to establish rapport and credibility with key individuals and to build, maintain and leverage a broad network of contacts.
4. Must have superior communication skills to work alongside Executive Team in planning, organizing and marketing programs.
5. Ability to settle disputes and negotiation skills.
6. Knowledge of various Microsoft office products.
7. Team player and contributor to the overall effectiveness
8. Represent MCNDH professionally and ethically and demonstrate good judgement in all activities.

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