



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

**POSITION:** Administrative Director of Hospital Specialty Services-Council Oak, Tulsa

**STARTING SALARY:** Negotiable

**VACANCY ANNOUNCEMENT:** CN-21-280

**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 purpose of this position is to manage and direct the Muscogee (Creek) Nation Department of Health Council Oak Hospital which provides inpatient, outpatient, emergency, specialty services, and general medical services to eligible American Indians and the general public. The incumbent is responsible for the day-to-day management, planning and organizing of health care delivery to the populations served by the Specialty Hospital. Incumbent reports directly to the Chief Operating Officer for Hospital Services. This is an exempt position as applicable to the provisions of the FLSA. This position is located at the Council Oak Comprehensive Health in Tulsa, OK.

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

Master's Degree in Business Administration, Health Management or related field of study is required. A minimum of two (5) years of experience in the health care management/administration field is required, preferably in a tribal environment.

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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. Knowledge of the mission, objectives and goals of the comprehensive health care program of the Health System and ability to initiate program improvements/modifications to meet the changing needs of consumer.
2. Skills in planning, coordinating, directing, and evaluating comprehensive hospital programs. This skill must clearly demonstrate ability to effectively manage substantive hospital operations in both inpatient and outpatient settings across varied types of licensures.
3. Knowledge of and demonstrated ability to apply sound management practices and principles related to organizing, allocating resources and developing/utilizing subordinate staff.
4. Knowledge of pertinent rules, regulations, policies and procedures in administrative areas such as personnel, finance, and procurement.
5. Demonstrated ability to effectively confront and deal with decision-making and interpersonal skills.
6. Ability to manage comprehensive quality assurance programs and accreditation requirements to ensure implementation and compliance.

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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. 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