



Human Resources P.O. Box 1118 Okmulgee, OK 74447

POSITION: Director of Respiratory Therapy Services-Council Oak
VACANCY ANNOUNCEMENT: CN-22-68

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: Under executive direction, coordinates department activities including budget development, quality assurance and project management. Is responsible for participating in staffing activities, for directing and evaluating respiratory therapy staff; for data collection and reporting; manages contracts and negotiations, and manages compliance initiatives. Responsible for oversight of equipment acquisition, deployment and maintenance management. Provides technical assistance and guidance to all levels of management. 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.

REQUIREMENTS: Candidates must meet the following requirements:

Completion or graduation of an accredited Respiratory Therapy Program from an accredited college or university. Prefer five (5) years as a respiratory therapist with two (2) years supervisory experience. Incumbent is required to possess current licensure by the Oklahoma State Board of Medical Licensure and Supervision. Must have current CPR certification. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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 budgeting and financial management.
2. Knowledge of project management.
3. General computer knowledge, as well as Windows operating systems, MS Office Applications and general terminology.
4. Interpersonal skills.
5. Ability to plan, schedule and direct work projects and activities.
6. Supervisory skills.
7. Analytical skills.
8. Knowledge of HIPAA regulations and compliance standards.
9. Strong written and verbal communication skills.
10. Ability to manage multiple tasks simultaneously and flexibility in prioritization.
11. Ability to maintain confidentiality
12. Knowledge and ability to provide consultative advice or respiratory therapy to any level of professional or non-professional staff, patients and public as required.
13. Knowledge of systems required to maintain, repair and/or replace equipment.
14. Knowledge of human anatomy, chemistry and physiology.
15. Ability to operate and maintain the Respiratory Therapy Department to include reports and other administrative functions.
16. Ability to use a variety of manual resuscitators and the skill to administer the correct volume and pressures for patients of all ages.

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) 762-0302. 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