



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

POSITION: Nurse Case Manger-Council Oak
VACANCY ANNOUNCEMENT: CN-22-74

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 facilitate patient admission coordination to patients of the Muscogee (Creek) Nation Department of Health providing nurse assessments. 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 school of professional nursing is preferred. Candidates that have completed an Associate's Degree or other program of at least two (2) years in nursing or a related field may also be considered. A minimum of one (1) year related experience in a relevant job position is preferred. Must possess valid RN license State of Oklahoma licensure as required. Driver License is required. **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 all aspects of case management for hospital inpatients.
2. Knowledge of acceptable standards of nursing practices, principles and theories.
3. Knowledge of IHS and MCN policies and procedures as they relate to patient case management.
4. Knowledge of the Privacy Act and other related regulations with regards to confidentiality and the release of medical information.
5. Knowledge of patient registration procedures and health benefits coordination.
6. Ability to communicate and interact effectively with patients and their families, staff members, other employees, tribal officials and the public both orally and in writing.
7. Knowledge of patient teaching/counseling techniques.
8. Knowledge of regulations regarding pre-certification, etc., of various insurance companies.
9. Ability to communicate and accept varied lifestyles, healing methods and practices.
10. Knowledge and skill to utilize a PC in a Windows environment and to operate other necessary office equipment.
11. Ability to communicate courteously and effectively with administrative and medical staff, patients and their families, Tribal and Non-Tribal health care professionals and the general public both orally and in writing.
12. BLS certification within 6 weeks of hire

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 [\(918\) 762-0302](tel:9187620302). 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