



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

**POSITION:** Director of Dietary Services-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-22-90

**STARTING SALARY:** Negotiable  
**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 plan and direct the activities and functions of the Dietary Department within the Muscogee Nation Department of Health. Incumbent is responsible for the supervision of dietary staff and day-to-day operations of the Dietary Department. Technical supervision and guidance is provided by the Dietitian. This position is located at the Council Oak Comprehensive Health located in Tulsa, OK.

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

High School Diploma or GED equivalent is required. Associates degree in Culinary Arts is preferred. A minimum of two (2) years relevant experience is required. Must possess a valid driver's license. Certification as either a Registered Dietitian, Licensed Dietitian or Certified Dietary Manager is preferred. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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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 administrative practices required to organize, budget, schedule and coordinate the activities of a food services program.
2. Knowledge and understanding of federal, tribal and state regulations regarding food services and healthcare facilities.
3. Ability to work independently, exercise creativity, be attentive to detail and maintain a positive attitude.
4. Ability to manage and prioritize multiple and simultaneous responsibilities.
5. Skill and ability in menu planning and food preparation on a large scale.
6. Ability to communicate courteously and effectively with patients, medical staff, administrative staff, health care professionals and the general public both orally and in writing.
7. Ability to utilize a personal computer in a Windows environment.
8. Ability to maintain a confident, professional demeanor.

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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://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.

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Staffing Coordinator

Date