



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

POSITION: CHS Quality Assurance Coordinator-Okmulgee/Council Oak
VACANCY ANNOUNCEMENT: CN-22-112

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 analyze a wide variety of complex management problems and recommend solutions to increase productivity while reducing associated costs in relation to the level of service. This position will be located at the Okmulgee CHS Office in Okmulgee, OK and Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's Degree in a Health, Nursing, or Safety related field is required. A Master's Degree in Public Health (MPH) or related field is preferred. A minimum of five (5) years related experience in health management positions, and demonstrated clinical and administrative skills. Certified Professional in Healthcare Quality (CPHQ) or an equivalent certification is preferred. **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. Ability to plan, coordinates, and implements the quality management and quality improvement programs within the Department of Health.
2. Monitors and provides assistance with quality assurance and compliance functions.
3. Provides consultation and direction to ensure programs and services are implemented at the highest standards and patients receive the highest level of care.
4. Ensures policies and procedures are monitored and updated to include regulatory changes.
5. Professional knowledge of the principles and practices of organization and management; of public administration procedures and practices of the methods and techniques of research and analysis; and of the principles and practices of health care management.
6. Skills in establishing realistic goals; in analyzing situations accurately and adopting an effective course of action; and in organizing and presenting facts and opinions clearly and effectively, both orally and in writing.
7. Ability to communicate effectively to all relevant departments, agencies, and individuals in order to properly conduct day-to-day business.
8. Knowledge of all aspects of Contract Health Services in a Tribal PL 93-638 environment. Knowledge of IHS and Health system policies and procedures related to CHS.

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