



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

POSITION: Prevention Counselor (BHS)-Sapulpa and Okmulgee
VACANCY ANNOUNCEMENT: CN-22-161

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 the position is to assist with in-school and after-school outdoor experiential education activities and to ensure that information gets disseminated in a timely fashion. Incumbent reports directly to the Youth Wellness Camp Coordinator.

REQUIREMENTS: Candidates must meet the following requirements:

An Associate's Degree in Human Services or related field is preferred. A minimum of two (2) years relevant work experience in tribal community services. Valid Oklahoma Driver's License is required. Incumbent must be insurable. **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 and skill in the use computer applications in MS Windows environment.
2. Knowledge of basic accounting principles.
3. Skill in interpersonal and human relations, including teaming and collaboration ability
4. Skill and ability to participate and work as a team member and good facilitation skills.
5. Ability to courteously and effectively communicate with patients and their families, MNHS Staff, outside agencies and the general public both orally and in writing.
6. Ability to follow BHS guidelines, IHS guidelines and established MNHS Policies and Procedures.
7. Ability to utilize a personal computer and its applications in a Windows environment.
8. Ability to maintain strict consumer confidentiality at all times.
9. Ability to maintain a confident, professional demeanor.

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