



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

POSITION: Surgeon General – Council Oak
VACANCY ANNOUNCEMENT: CN-22-174

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, three 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 serve as the principal advisor to the Secretary of Health on scientific and public health issues, as well as, provide Muscogee citizens, other Natives, and patients with the best scientific information available on how to improve their health and reduce the risk of illness and injury. Incumbent reports to the Secretary of Health. 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:

Incumbent must be a graduate of an accredited college/university of medicine receiving a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) degree and must possess a current license to practice medicine and ACLS certification. Incumbent must have specialized training or five (5) years of experience in public health programs; and pandemic preparation, response and recovery. Experience with the US Public Health Service Commissioned Corps 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. Professional knowledge of the principles and practices of organization and management of public health care delivery programs, administration procedures; practice of the method and techniques of health care administration and evaluation.
2. Knowledge of pertinent rules, standards, regulations, policies and procedures governing the health care industry.
3. Ability to communicate effectively with patients, dental and medical staff, administrative staff, health care professionals and the general public both orally and in writing.

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