



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

POSITION: Staffing Coordinator-Physical Rehabilitation Center
VACANCY ANNOUNCEMENT: CN-22-275

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 coordinate the staffing and the related personnel recordkeeping activities of the Muscogee (Creek) Nation Department of Health. The incumbent will be responsible for staffing and hiring related functions as well as providing other Human Resource support as required. This position is located at the Muscogee (Creek) Nation Physical Rehabilitation Center in Okmulgee, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Associates Degree in a relevant field of study is required. Bachelor's degree is preferred. Two (2) years relevant experience. Experience may be substituted for educational requirement. **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 Muscogee (Creek) Nation Division of Health (MNDOH) personnel policies, regulations and procedures; and how they relate to the daily work required of employees.
2. Knowledge of rules, regulations, policies, practices and laws pertaining specifically to staffing and in general to human resource matters in a Tribal health environment.
3. Skill in developing and maintaining files and filing systems.
4. Ability to communicate and interact effectively with managers, staff members, prospective applicants, tribal officials and the public both orally and in writing.
5. Knowledge of personal computer operations utilizing Windows and Microsoft Office programs.
6. Skills in developing materials for presentations which will provide effective summarization of orientation materials.
7. Ability to establish procedures for delivering the orientation and training process consistent with policy, relevant guidelines and regulations.
8. Knowledge of Muscogee (Creek) Nation government, tribal organizations and programs.

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