



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

**POSITION:** Project Coordinator-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-22-285

**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 the position is to provide administrative management of the Specialty Clinic grant activities in the health system within the designated service area of the Muscogee (Creek) Nation. Some travel will be required. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

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

A Bachelor's Degree in social work, public health or related fields from an accredited college or university. Consideration will be given to those without a bachelor's degree who have experience in grant management and or in the field of substance abuse. A Master's Degree is preferred. A minimum of two (2) years of experience in substance use disorder related field 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 and demonstrated ability to apply management practices and principles related to planning, organizing, staffing, directing, coordinating, allocating resources and selecting, developing and utilizing subordinate staff in order to achieve established program goals and objectives.
2. Proven Skill and ability in the areas of treatment, prevention, diagnostics and consultation.
3. Ability to negotiate effectively in a variety of adverse settings and conditions and demonstrated flexibility in dealing with changing priorities or positions.
4. Ability to communicate courteously and effectively with patients and their families, DHA administrative and medical staff, Tribal and Non-Tribal health care professionals and the general public both orally and in writing.
5. Ability to effectively supervise & motivate staff to achieve program goals and objectives.
6. Understanding and respect for working with underserved populations such as those who use IV Drugs, are within the criminal justice system, who have mental health disorders and those who identify as LGBTQ2, etc.

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**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. 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