



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

POSITION: HR Generalist-Physical Rehabilitation Center
VACANCY ANNOUNCEMENT: CN-22-328

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 provide broad support in administration of Muscogee (Creek) Nation Department of Health human resources related programs and activities; and to provide general programmatic support in the operation of the overall HR function. 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 Business related field. A Bachelor's Degree is preferred. Two (2) years relevant experience. **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 pertinent rules, regulations, policies and procedures in personnel management.
2. Knowledge of principles, practices and standards of human resource administration.
3. Skill in assisting management and staff in a constructive manner regarding their HR concerns as well as overall HR administration.
4. Skill in problem analysis and resolution.
5. Ability to communicate and interact effectively with managers, employees, tribal officials and the public both orally and in writing.
6. Ability to manage multiple projects and adhere to multiple deadlines with minimal supervision.
7. Ability to deal in a professional manner with a broad range of individuals on a daily basis in the completion of the duties required.
8. Ability to utilize a personal computer with Windows and MS Office programs and benefits/compensation related programs/databases.

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