



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

POSITION: Emergency Management Manager-Koweta
VACANCY ANNOUNCEMENT: CN-22-382

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 Emergency Management Manager is directed to provide the leadership and management necessary to achieve organizational compliance with requirements of the Emergency Management. As an emergency management professional, you will provide emergency planning, procedures and disaster preparedness training and monitor compliance with emergency management plans for the all Department of Health Facilities. This role maintains continuous survey readiness through compliance with regulations from a number of regulatory agencies, including the CMS, DNV-GL, the Accreditation Association for Ambulatory Health Care (AAAHC), the Occupational Safety and Health Administration (OSHA), the Hospital Incident Command System (HIC), the National Fire Protection Association (NFPA), Tribal, Federal and State. This role maintains the Emergency Management Program for the Department of Health with comprehensive approach to meet the health, safety and security needs of the facilities, staff and the patient population. The Emergency Management Program will encompass four core elements: Emergency Operation Plans that is based on a risk assessment and incorporates all hazard approach; Policies and Procedures; Communication Plan and the Training Testing Program. This role maintains all hazard approach Emergency Operation Plans for each Facility-Based it will include but not limited to hazard specific to facility based on the geographic locations; dependent patient/residents/client and community populations; facility type and potential surrounding community. This position is located at the Koweta Indian Health Center in Coweta, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor of Science Degree in Occupational Safety & Health or a related field is preferred. Experience may be substituted for education. Minimum three (3) years of Emergency Management in a healthcare facility and environment of care required. Incumbent must possess a valid Oklahoma State driver's license. Certifications in the following preferred: FEMA Incident Command System (ICS) 100, 200, 300, 400, 700, 800, Emergency Management, Hazmat, and Indian Health Service (IHS). Certified Healthcare Emergency Management (CHEP) required or must be obtained within two (2) years of hire in position. **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 Tribal government systems, public health system and organizational management systems at a corporate level of an organization.
2. Knowledge of the CMS, DNV-GL, the Accreditation Association for Ambulatory Health Care (AAAHC), the Occupational Safety & Health Administration (OSHA), the National Protection Association (NFPA), the Emergency Management standards.
3. Experience in developing policies and procedures desired.
4. FEMA NIMS ICS 100, 200,300, 400, 700, 800
5. Knowledge of hospital/facilities management, clinical, and/or regulatory standards is required;
6. Knowledge of the Hospital Incident Command System (HICS) structure
7. Experience with the coordination of preparedness, mitigation, response and recovery processes associated with healthcare emergency management
8. Knowledge of Homeland Security Exercise and Evaluation (HSEEP)

9. Working knowledge of Federal (National Incident Management System-NIMS), local and regional emergency management systems
10. Analytical skills to comprehend and interpret complex regulations, perform data analysis, and communicate results to others is required;
11. Knowledge of Microsoft Office Word, Excel, PowerPoint and Adobe.
12. Organizational and project management skills

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 Tracy Watters at (918) 762-0307. 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