



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

**POSITION:** Nursing Supervisor  
**VACANCY ANNOUNCEMENT:** CN-22-386

**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:** Position serves as an integral part of clinical management providing nurse supervision and direction as well as administrative support for Muscogee (Creek) Nation clinics. Incumbent is under the supervision of the Chief Nurse Executive. Position is located at Okmulgee Indian Health Center in Okmulgee, Ok.

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**REQUIREMENTS:** Candidates must meet the following requirements: Incumbent must be a graduate of an accredited professional school of nursing. BSN preferred. Prefer one year of supervisory experience. Possess Current State of Oklahoma RN Nursing License. BLS certification required. **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.

- A) Ability to develop a plan of care for individual patients by interviewing patient and family members, reviewing patient's health record and determining the kind of health and physical care required.
- B) Observes and assesses patient's clinical condition, recognizes, identifies and interprets serious situations and immediately decides proper action. E.g. inform the physician and take pre-planned measures.
- C) Adherence to established nursing policies and procedures. Ensures staff adherence to nursing policies and procedures and makes updates as necessary.
- D) Initiates appropriate measures in emergency situations when the physician is not immediately available. E.g. – resuscitative measures taken for cardiac or respiratory arrest.
- E) Administers therapeutic measures as prescribed by the physician.
- F) Documentation of specific health care requirements for patients and plans, provides and documents teaching of patients and family members in preventive, curative and rehabilitative measures.
- G) Records observations, nursing interventions, therapeutic measures administered and status of coordinated activities between nursing and other professional disciplines.
- H) Evaluates the patient status, intervention, patient response and updates the plan of care.
- I) Proficient use and documentation in electronic medical record.
- J) Supervise and direct, evaluate and coordinate the performance of departmental staff.
- K) Assumes accountability for patient care administered by LPNs.
- L) Provides technical guidance and direction to all nursing staff.
- M) Participate in multidisciplinary team providing quality assessment and performance improvement.
- N) Ability to manage infection prevention program.
- O) Shares responsibility in ensuring that the unit has adequate supplies and equipment and a safe environment and general upkeep is maintained.
- P) Maintains a professional demeanor and promotes professional, ethical and legal standards of nursing.
- Q) Regular attendance and professional attire required.
- R) Performs other duties as assigned.

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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 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.

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Staffing Coordinator

Date