



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

**POSITION:** Occupational Therapist-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-22-408

**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 plan, develop, direct and coordinate occupational therapy activities for inpatients and outpatients within the designated service area of the Muscogee (Creek) Nation Health System. This position is located at the Muscogee (Creek) Nation Physical Rehabilitation Center located in Okmulgee, OK. Incumbent is under direct supervision of the Director of Rehab Services. This is a non-exempt position as applicable to the provisions of the FLSA. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

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

Completion of an accredited program for Occupational Therapists recognized by the Commission on Accreditation of Occupational Therapy Education or approved successor organization. Initial certification by National Board for Certification of Occupational Therapy. Current license by the Oklahoma Medical Board of Licensure and Supervision. Incumbent must possess current State of Oklahoma Licensure for Occupational Therapists or be license eligible. **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 and experience of the principles and procedures of Occupational Therapy and its relationship to health, treatment and prevention of disability, quality of life issues and the value of interdisciplinary interaction through supervision and monitoring of an Occupational Therapy Program.
  2. Ability and skill in assessment, planning and carrying out treatment modalities, patient education and discharge planning for a variety of inpatient and outpatient situations.
  3. Knowledge of major aspects of patient management such as evaluation, treatment plan and administration.
  4. Knowledge of personnel and rehab services management practices, methods and principles.
  5. Ability to develop and monitor quality assurance plans in accordance with pertinent rules, standards, regulations, policies and procedures as applicable.
  6. Ability to use personal computers operating general office software in a Windows environment.
  7. Ability to plan, organize and prioritize work.
  8. Ability to communicate effectively with patients, medical staff, administrative staff, health care professionals and the general public both orally and in writing.
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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