



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

**POSITION:** HR Recruiter-Physical Rehabilitation Center  
**VACANCY ANNOUNCEMENT:** CN-23-12

**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 research, develop, and implement effective recruiting strategies to attract qualified and capable applicants for MCNDH. This is an exempt position as applicable to the provisions of the FLSA. This position is located at the MCN Physical Rehabilitation Center in Okmulgee, OK.

---

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

A Bachelor's Degree in Business Administration, or related field is required. A Master's Degree in a related field is preferred. A minimum of three (3) years of related experience preferably in a health-related field. **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. Excellent verbal and written communication skills.
2. Ability to create and implement sourcing strategies for recruitment for a variety of roles.
3. Proactive and independent with the ability to take initiative.
4. Familiarity with laws, regulations, and best practices applicable to hiring and recruitment.
5. Ability to utilize a personal computer with Windows and MS Office programs.
6. Ability to communicate courteously and effectively with Muscogee (Creek) Nation Department of Health (MCNDH) administrative and medical staff, and the general public both orally and in writing.

---

**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://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 Tracy Watter 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