



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

POSITION: Credentialing Coordinator-Council Oak
VACANCY ANNOUNCEMENT: CN-23-32

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 the position is to administer, execute and evaluate the major elements of the Credentialing and Privileging program and to ensure compliance with the standards as established internally and by the IHS and DNV. The incumbent will work with materials and deal with situations of the utmost confidentiality requiring immense discretion. The activities will cross service lines and involve many different departments and facilities. Works as a representative of management and is privileged to facility operating decisions and confidential information. This position is located at Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelors Degree in Health Technology or related field is required. A minimum of three (3) years experience related is required. Substantial relevant experience may be substituted for the educational requirement. Experience in medical staff services deemed acceptable to the CMO office and willingness to become certified in areas listed as deemed necessary. **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 MCNDH policies, federal regulations, DNV standards and policy as they pertain to credentialing and privileging in order to properly furnish information to current and/or prospective medical staff members seeking assistance.
2. Knowledge of medical terminology to facilitate interaction with physicians and other medical practitioners.
3. Knowledge of functions, locations and organization components of the MCNDH, IHS, and governmental offices.
4. Ability to maintain confidentiality of material and/or matters of the utmost sensitivity.
5. Ability to work efficiently under pressure and organize work plans and priorities to assure timely submission of completed work.
6. Ability to intuitively examine issues and independently pursue background and/or additional information and resolve these issues in a professional manner.

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

