



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

POSITION: Director of Outpatient Pharmacy Services-COCH
VACANCY ANNOUNCEMENT: CN-23-52

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: Under executive direction, coordinates department activities including budget development, quality assurance and project management. Is responsible for participating in staffing activities, for directing and evaluating pharmacy staff; for data collection and reporting; manages contracts and negotiations; and manages compliance initiatives. Responsible for oversight, acquisition, deployment, and maintenance management of equipment. Provides technical assistance and guidance to all levels of management. This is an exempt position applicable to the provisions of the FLSA. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Incumbent must be a graduate of an accredited college/university of pharmacy. Five (5) years of relevant experience as a pharmacist with one (1) year in pharmacy management or PHS Pharmacy Officer required. Ten (10) years of relevant pharmacy experience with five (5) years in pharmacy management preferable. Incumbent is required to possess a current Oklahoma State Board of Pharmacy license or current license as required by the PHS Commissioned Corp. **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 clinical pharmacy management, administrative functions and processes in personnel management, procurement of drugs, preparation of reports, ability to interpret, monitor, and enforce standards for pharmacy principles and practices.
 2. Must be in good standing with the State Board of Pharmacy of the State in which he or she is licensed.
 3. Knowledge of planning, implementing, directing, and evaluating clinical pharmacy services.
 4. Ability to apply professional clinical pharmacy principles and practices to outpatient pharmacy settings.
 5. Ability to supervise other employees.
 6. Ability to communicate courteously and effectively both orally and in writing with executive-level staff, health care professionals, and the public.
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APPLICATION PROCEDURES: Apply online at 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 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.