



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

POSITION: Credentialing Specialist-Council Oak
VACANCY ANNOUNCEMENT: CN-23-74

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, three 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 the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Associates Degree in Business or medical related field is preferred or experience in medical staff services field which is acceptable to the CMO office. At least two years credentialing and privileging experience in a medical setting preferred. 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. Must possess good organizational skills
 2. Exhibit a high degree of confidentiality
 3. Good oral and written communication skills
 4. Good interpersonal skills and work effectively and efficiently with healthcare professionals.
 5. Must be motivated as a self-starter who can work independently; however capable and willing to take direction as appropriate.
 6. Must have ability to identify and work to solve problems as they arise
 7. Must have ability to establish systems for assuring that the processes are carried out efficiently and correctly.
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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 Waters 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