



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

POSITION: BHS Project Director 988 Grant-Council Oak
VACANCY ANNOUNCEMENT: CN-23-130

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 this position is to provide administrative management of the Grant in the areas of crisis calls, planning, organizing, directing, referrals, tracking, auditing, and coordinating activities in Native communities within the designated service area of the Muscogee (Creek) Nation. Some travel will be required. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree in Human Services or a related field. A Master's Degree is preferred. For Project Director II status must be licensed or license eligible as an LCSW, LPC, LADC-MH, LMFT or Licensed Nurse with experience working with suicidal individuals, de-escalation, and safety planning. A minimum of two (2) years of experience in relevant work experience with grant administration. 5 years' experience preferred. **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 and demonstrated ability to apply management practices and principles related to planning, organizing, staffing, directing, coordinating, allocating resources and selecting, developing and utilizing subordinate staff in order to achieve established program goals and objectives.
 2. Proven skill and ability in the areas of treatment, prevention, diagnostics and consultation.
 3. Ability to negotiate effectively in a variety of adverse settings and conditions and demonstrated flexibility in dealing with changing priorities or positions.
 4. Ability to communicate courteously and effectively with patients and their families, DHA administrative and medical staff, Tribal and Non-Tribal health care professionals and the general public both orally and in writing.
 5. Ability to exercise sound independent judgment establishing work priorities to meet assignment deadlines.
 6. Ability to effectively supervise & motivate staff to achieve program goals and objectives.
 7. Skill in maintaining accurate records and preparing various reports in a timely manner.
 8. Ability to maintain strict confidentiality.
 9. Ability to maintain a professional demeanor.
 10. Skill in presenting ideas and facts effectively and accurately.
 11. Skill in crisis intervention
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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](tel:9187620307). The Department of Health is an Equal Opportunity Employer; however, Indian Preference will be applied in the case of equally qualified applicants.