



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

**POSITION:** Case Manager (TOR)-Okmulgee/Council Oak  
**VACANCY ANNOUNCEMENT:** CN-23-142

**STARTING SALARY:** Negotiable  
**CLOSING DATE:** Open Until Filled

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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.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of the position is to provide case management for patients in the Tribal Opioid Response Program. The incumbent will perform assessments during client reintegration, behavioral health screenings, and perform intakes if patients meet grant criteria. The incumbent will initiate referrals to tribal and community-based resources when needed and monitor patient progress. The incumbent will perform other duties as assigned. The Case Manager will consistently display behavior that enhances the image of the health care system as evidenced by professional and courteous behavior toward all consumers and co-workers. This position is located at the Muscogee (Creek) Nation Medical Center in Okmulgee, OK and Council Oak Comprehensive Healthcare in Tulsa, Ok.

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

A Bachelor's Degree is preferred. Case Manager Certification Level II or eligibility for certification is recommended (CM certification Level II status required for working with substance use patients). Must possess a valid Oklahoma Driver's License and be insurable. A minimum of six (6) months related experience in a relevant job position, with preference given to those with a history of substance abuse case management. Experience in substance abuse and mental health program implementation and management is preferred. Must possess a valid applicable State of Oklahoma licensure as required. Case Management Certification II certification or eligibility for certification is preferred. A current driver's license and be insurable to drive a government vehicle is required. **It is the policy of MCNDH for all employees to comply with the COVID-19 vaccination program.**

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**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. Strong assessment skills.
2. Knowledge of social services programs and available community resources.
3. Skills in interpersonal and human relations, including teaming and collaboration abilities.
4. Skill in crisis intervention.
5. Ability to work as a team member with other staff to achieve the goals and objectives of the program.
6. Ability to follow MCNDH guidelines and SAMHSA guidelines to further establish Policies and Procedures regarding patients with criminal justice backgrounds.
7. Ability to exercise sound independent judgment establishing work priorities.
8. Ability to meet assignment deadlines and interpret established policies and procedures.
9. Ability to maintain strict consumer confidentiality at all times.
10. Ability to maintain a confident, professional demeanor.
11. Basic understanding of Integrated Care, Substance Use and Suicide.
12. Ability to work in an interdisciplinary setting.
13. Ability to assess and determine a patient's needs.
14. Willingness to learn and navigate the system, being a main point of contact for shared patients and families with the ability to confidently answer questions for patients and families.

15. Other Case Management/Coordinator duties that may be assigned.
  16. Knowledge of SAMHSA grant guidelines and MCNDH policies and procedures as they relate to patient care management.
  17. Knowledge of the Privacy Act and other related regulations with regards to confidentiality and the release of medical information.
  18. Ability to communicate and interact effectively with patients and their families, staff members, other MCNDH employees, tribal officials, and the public both orally and in writing.
  19. Knowledge of patient teaching/counseling techniques.
  20. Knowledge of regulations regarding pre-certification, etc., of various insurance companies and other sources of patient assistance programs.
  21. Ability to communicate and accept varied lifestyles, healing methods, and practices.
  22. Must be computer literate; Basic knowledge of EHR and Microsoft Office Suite is required.
  23. Ability to make critical decisions independent of immediate supervision in the system development while also utilizing an interdisciplinary team.
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**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 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.

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Staffing Coordinator

Date