



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

POSITION: Project Coordinator (MAT)-Okmulgee
VACANCY ANNOUNCEMENT: CN-23-144

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 Medication Assisted Treatment (MAT) Project Coordinator is responsible for ensuring the delivery and performance of completing the goals and objectives necessary for successful project implementation outlined in the MAT Grant awarded by SAMHSA. The purpose of the MAT grant is to focus on meeting project commitments, including communications with upper management and other support staff to make sure that the scope and direction of MAT is on schedule. The Project Coordinator spends a significant time on project management responsibilities, the planning and implementation of solutions to any identified issues within the MAT project, and monitoring progress of project goals. The Project Coordinator is also responsible for tracking quantitative and qualitative data, as well as developing monthly reports to be sent to the program director. This position is located at the Muscogee (Creek) Nation Medical Center in Okmulgee, Ok.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree received from an accredited school is preferred. Candidates that have completed an Associate's Degree or other program of at least two (2) years in a related field may also be considered. A minimum of one (1) year related experience in a relevant job position, with preference given to those with a history of substance abuse advocacy and grant work. Experience in substance abuse and mental health program implementation and management is preferred. Must possess valid applicable State of Oklahoma licensure as required. Current driver's license and insurable to drive government vehicle is a must. **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. Strong assessment skills.
 2. Knowledge of all aspects of implementing prevention programs for substance abuse treatment and Medication-Assisted Treatment (MAT).
 3. Knowledge of SAMHSA and MCNDH policies and procedures as they relate to patient care and program management.
 4. Knowledge of Privacy Act and other related regulations with regards to confidentiality and the release of medical information.
 5. 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.
 6. Knowledge of patient teaching/counseling techniques.
 7. Knowledge of regulations regarding pre-certification, etc., of various insurance companies and other sources of patient assistance programs.
 8. Ability to communicate and accept varied lifestyles, healing methods, and practices.
 9. Must be computer literate; Basic knowledge of EHR and Microsoft Office Suite is required.
 10. Ability to use critical thinking skills independent of immediate supervision in the system development while also working on an interdisciplinary team.
-

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.

Staffing Coordinator

Date