



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

POSITION: Epic Training Tech-(2 Positions)-Council Oak/Okmulgee
VACANCY ANNOUNCEMENT: CN-23-181

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 Epic Training Technician is required to have multitude of skills and knowledge that includes training, instructional design, adult learning principles, Epic system applications, learning management systems. You will partner with multiple teams that include, but not limited to IS, Clinical Informatics and Quality. You work to create online asynchronous training including lesson plans, lesson content, learning targets and assessment tools. These positions will be located at the Council Oak Comprehensive Healthcare in Tulsa, Ok and the Muscogee (Creek) Nation Medical Center in Okmulgee, Ok.

REQUIREMENTS: Candidates must meet the following requirements:
High School Diploma or GED equivalent is required. An Associate's degree is preferred. A background in tribal government, grants management, and information technology preferred. Candidates must meet the following requirements: High School Diploma or GED equivalent is required. One (1) year of related experience is 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. Ability to work with Epic end users and troubleshoot Epic application issues.
2. Knowledge of advanced computer and administrative support skills.
3. Demonstrated customer-oriented service excellence principles.
4. Ability to present and conduct training.
5. Ability to exercise sound independent judgment, establishing work priorities with minimal supervision.
6. Ability to assist with meeting assignment deadlines and interpret established policies and procedures.
7. Ability to communicate courteously and effectively with all staff as well as the public, both orally and in writing.
8. A quick learner of software and information technology and motivated to learn new applications.
9. Knowledgeable in adult learning techniques.
10. Ability to maintain a confident, professional demeanor.
11. Ability to maintain strict confidentiality.
12. Skill and ability to file, organize and retrieve data and information. Must possess strong organizational skills.

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