



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

**POSITION:** SANE Grant Manager-Medical Center  
**VACANCY ANNOUNCEMENT:** CN-23-278

**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 grant program manager establishes and enforces policies, procedures, standards, and objectives. The position has budgetary and grant accountability. Responsible for 24 hours a day ongoing effective operation of the program. Maintains a leadership role which supports the program's mission, vision, goals, and objectives, while focusing on the patients, nurses, law enforcement and Justice System personnel, advocates, volunteers and the community. The grant manager will have ongoing accountability for the continuous assessment, improvement, coordination and integration of the program services and standards of care. The position is responsible for approving timekeeping, employee evaluations, meeting applicable regulatory standards, approving supply orders and strategic planning. This position is located at the MCN Medical Center in Okmulgee, OK.

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

A Degree in a health-related field is required. A minimum of 2 years of experience in a health-related field and a minimum of one year experience in program or grant management. BLS certification required. Current Registered Nurse license from Oklahoma Board of Nursing is required. SANE certification required or ability to obtain certification within 1<sup>st</sup> year of employment is preferred. **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. Professional knowledge of health care principles, ethics, practices, and processes required to assess the needs of the grant.
  2. Knowledge and skills required by the position includes administrative, program, or managerial experience in such areas as budget management, personnel management, and communications.
  3. Knowledge of State of Oklahoma Muscogee (Creek) Nation laws and statutes regarding Sexual Assault, Domestic Violence, and Child Abuse.
  4. Knowledge and skill in coordinating the SANE program goals to align with the goals of the Muscogee (Creek) Nation Department of Health (MCNDH).
  5. Ability and skill to motivate and supervise staff effectively to meet organizational and grant driven goals and objectives.
  6. Ability to deal effectively with many types of individuals in many different situations.
  7. Skill in use of computer and other office equipment.
  8. Knowledge of privacy act and maintenance of confidentiality.
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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