



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

**POSITION:** Public Health Accreditation Specialist-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-23-298

**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 the position is responsible for assisting the Public Health Office in the management of the accreditation process, training, travel, and logistics, collection of tracking data, quality improvement, and documentation of processes, policies, and procedures. 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 public health or related field from an accredited college or university. A minimum of two (2) years of experience in the public health field and/or federal grant experience is required and ten (10) years of experience in lieu of a Bachelor's degree with strong organizational, analytical, reasoning, and research skills.

---

**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 negotiate effectively in a variety of adverse settings and conditions and demonstrated flexibility in dealing with changing priorities or positions.
2. Understanding and respect for working with underserved populations within the tribal reservation.
3. Ability to demonstrate working knowledge of accreditation standards and procedures.
4. Computer proficiency, including demonstratable skill in advanced functions of applicable.
  - a. software applications such as Microsoft Office, and understanding of technology applications for workflow management, particularly database operations, learning management systems, and online accreditation management systems.
5. Excellent interpersonal skills and the ability to interact professionally and effectively within a team-based environment, as well as with all levels of staff and with program administrators.
6. Ability to handle a sizeable workload of programs and develop ethical relationships with assigned public health programs.
7. Ability to work independently and as part of a team to carry out various processes and procedures in accreditation of public health programs.
8. Ability to provide training online and in-person to current and prospective programs and volunteers.
9. Excellent communication, organizational, and problem-solving skills, and the ability to exercise careful attention to detail.
10. Ability to handle the details of multiple priorities simultaneously and adhere to strict deadlines.

---

**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.

