



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

**POSITION:** HR Training Specialist-Okmulgee/Council Oak  
**VACANCY ANNOUNCEMENT:** CN-23-315

**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 HR Training Specialist responsibilities include communicating with managers to identify training needs and mapping out development plans for departments and individuals. Training Specialist are responsible for managing, designing, developing, coordinating, and conducting all training programs. This position will be located at the Physical Rehabilitation Center in Okmulgee, OK and Council Oak Comprehensive Healthcare in Tulsa, OK.

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

Bachelor's Degree in business, education, or a related field. Three (3) years relevant experience.

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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. Excellent time management skills
2. Ability to speak in public and present information to large and small groups.
3. Ability to operate media equipment such as projectors and personal computers.
4. Proficiency in word processing and presentation software.
5. Knowledge of principles, practices, and standards of human resource administration.
6. Exceptional organization skills, leadership, and interpersonal skills.
7. Ability to handle multiple assignments, assess, and analyze data.
8. Skill in problem analysis and resolution.
9. Ability to communicate and interact effectively with managers, employees, tribal officials and the public both orally and in writing.
10. Ability to prioritize tasks and work with minimal supervision/direction.
11. Ability to deal in a professional manner with a broad range of individuals on a daily basis in the completion of the duties required.

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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