



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

**POSITION:** Patient Navigator-Cancer Care-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-23-346

**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 purpose of the position is to provide training in cancer education to community groups and to serve as a navigator for cancer patients to access services as needed, to prevent cancer and to promote wellness within the Muscogee (Creek) Nation Division of Health service area. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

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

Registered Nurse, Licensed Clinical Social Worker, or Licensed Practical Nurse with two years relevant experience. (Bachelor's degree in health or health related field from an accredited academic institution preferred). Experience working in a health-related setting is required. Experience working with American Indian population is preferred.

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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. Skills in public speaking to effectively communicate the cancer prevention curriculum concepts to groups of American Indian individuals.
2. Ability to learn through individual and group study a prescribed curriculum ranging from cancer prevention, early detection, diagnosis and treatment, quality of life and surviving cancer and palliative care.
3. Ability to meet with, solicit the cooperation of, and deal effectively with a variety of individuals (e.g., English as a Second language), professional and non-professionals at all levels, to achieve the goals of the project.
4. Ability to communicate effectively both orally and in writing in an effective and timely manner.
5. Skill in interpersonal relationships, showing sensitivity, empathy, and a sense of fairness to the needs and opinions of others and a willingness to quickly resolve conflicts and recognize positive efforts.
6. Ability to use analytical, consensus building, and problem-solving skills.
7. Computer literate in word processing software (Word preferred), basic Internet / e-mail skills; Power Point®; and Excel programs.

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**APPLICATION PROCEDURES:** Apply online at [Department of Health Application](#). (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