



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

POSITION: Specialty Services Manager-Council Oak
VACANCY ANNOUNCEMENT: CN-23-350

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 this position is to provide Specialty Service support to the Senior Director of Physician Services and Health Administrators for the clinics where Specialty Services reside. This is an exempt position as applicable to the provisions of the FLSA. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Associates Degree in Business Administration, Management or related field of study is required. A Bachelor's Degree in a related field is preferred. A minimum of three (3) years of experience in a health-related field.

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. Knowledge of the mission, objectives, and goals of the comprehensive health care program of the Health System and initiate program improvements/modifications to meet the changing needs of consumer.
 2. Skill in planning, coordinating, directing, and evaluating comprehensive public health programs. This skill must clearly demonstrate the ability to effectively manage substantive health or health related services.
 3. Knowledge of and demonstrated ability to apply sound management practices and principles related to organizing, allocating resources, and developing/utilizing subordinate staff.
 4. Knowledge of pertinent rules, regulations, policies, and procedures in administrative areas such as personnel, finance, and procurement.
 5. Demonstrated ability to effectively confront and deal with decision-making and interpersonal skills.
-

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](tel:9187620307). 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