



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

POSITION: Grant Writer - Council Oak
VACANCY ANNOUNCEMENT: CN-23-352

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 Grants Writer works in collaboration with the Grant Manager, Department of Health Administration and the Tribal grants department in the writing and coordinating of the grant application process, management of the proposals and maintaining a database. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

4-Year college degree in Planning, Administration, English, or other relevant course of study. Minimum 3 years experience; prefer 5 years experience as a Grant Writer for the state, federal or tribal governments. Incumbent must be insurable and valid Oklahoma Driver's License is required.

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 the principles and practices of governmental and/or tribal grant requirements and reporting.
 2. Must have excellent interpersonal skills and have ability to effectively communicate with employees, supervisors, and managers.
 3. Strong interpersonal and communication skills; capable of making presentations, training grant owners, and reporting the status of grants.
 4. Must be able to work with all current software, i.e., Microsoft Word, Excel, purchasing software, and employee tracking systems for preparation of memos and spreadsheets.
 5. Must have the ability to read, analyze, and interpret documents and write routine reports and correspondence.
 6. High level of integrity, confidentiality, and dependability with a strong sense of urgency and results orientation.
-

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