



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

POSITION: HIPPA Security Officer (I.T.)-Council Oak
VACANCY ANNOUNCEMENT: CN-23-390

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 Security Officer is responsible for the organization's Security Program including but not limited to daily operations of the IT security program, oversight of the annual and ongoing risk assessment process, development, implementation, and maintenance of policies and procedures, ensuring the confidentiality, integrity and access of electronic protected health information and of monitoring program compliance as well as investigation and tracking of incidents and breaches and in compliance with federal and state laws. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, Ok.

REQUIREMENTS: Candidates must meet the following requirements:

Baccalaureate degree in information systems or a related healthcare field. Two (2) years of relevant work experience is required. Experience in a Healthcare environment is preferred. A combination of education and relevant work experience may be considered in lieu of the education qualifications stated above. Healthcare experience preferred. Recommended Security certification such as Certified in Healthcare Privacy and Security (CHPS) and/or other healthcare industry related security credentials. Complete specific job-related training.

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 and experience in state and federal information security laws, including but not limited to HIPAA, including NIST, PCI and all other applicable regulations.
2. Extensive familiarity with health care relevant legislation and standards for the protection of health information and patient security.
3. Ability to work independently under minimum supervision.
4. Ability to communicate efficiently and effectively with department staff, tribal agencies, outside agencies and the general public both orally and in writing.
5. Ability to maintain a confident and professional demeanor.

APPLICATION PROCEDURES: Apply online at 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.

Staffing Coordinator

Date

