



Muscogee (Creek) Nation Department of Health
Human Resources
P.O. Box 1118
Okmulgee, OK 74447

POSITION: Security Officer Assistant Manager-(Facilities)-Council Oak
VACANCY ANNOUNCEMENT: CN-24-03

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 Assistant Security Management Manager is directed to provide assistance in leadership and management necessary to achieve organizational compliance with requirements of the Security Management program. As a security management professional, you will assist the Security Manager with security planning, procedures and security preparedness training and monitor compliance with security management plans for all Department of Health Facilities. This role maintains continuous survey readiness through compliance with regulations from several regulatory agencies, including the CMS, DNV-GL, and the Accreditation Association for Ambulatory Health Care (AAAHC), the Occupational Safety and Health Administration (OSHA), the National Fire Protection Association (NFPA), Tribal, Federal, and State. This role maintains the Security Management Program for the Department of Health with comprehensive approach to meet the health, safety and security needs of the facilities, staff, and the patient population. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

Bachelor's degree or a related field is preferred. Experience may be substituted for education. Minimum three (3) years of Security Management in a healthcare facility and environment of care required. Incumbent must possess a valid Oklahoma State driver's license and Valid (Council on Law Enforcement Education and Training) C.L.E.E.T Armed license is required. Certifications in the following preferred: Crisis Prevention Institute (CPI), Basic International Association for Hospital Safety & Security (IAHSS), Basic Life Support (BLS), FEMA Incident Command System (ICS) 100, 200, 700, 800, and Hazmat. Certified International Association for Hospital Safety & Security Supervisor required or must be obtained within two (2) years of hire in position.

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 Tribal government systems, public health system and organizational management systems at a corporate level of an organization.
2. Knowledge of the CMS, DNV-GL, the Accreditation Association for Ambulatory Health Care (AAAHC), the Occupational Safety & Health Administration (OSHA), the National Protection Association (NFPA), and the Emergency Management standards.
3. Experience in developing policies and procedures desired.
4. FEMA NIMS ICS 100, 200, 700, 800
5. Knowledge of hospital/facilities management, clinical, and/or regulatory standards is required.
6. Knowledge of the Hospital Incident Command System (HICS) structure
7. Knowledge of Homeland Security Exercise and Evaluation (HSEEP)
8. Analytical skills to comprehend and interpret complex regulations, perform data analysis, and communicate results to others are required.
9. Knowledge of Microsoft Office Word, Excel, PowerPoint, and Adobe.
10. Organizational and project management skills.

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 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