



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

POSITION: Quality Applications Specialist-Council Oak
VACANCY ANNOUNCEMENT: CN-24-21

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 Quality Applications Specialist is responsible for the planning and implementing the quality applications to meet the needs of MCN Health. Position provides education to staff as needed. Acts as a resource person to administrative team, department managers, and medical staff. Will be responsible to ensure compliance with MCN policy approval process, management of applications, and modification as needed. The incumbent is responsible for having knowledge of end user workflow with an understanding of the inputs/outputs form and end user perspective, ability to work well in team environments, and facilitate meetings as needed. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:
Minimum Associate Degree in a Health-related field is required. A minimum of two (2) years related experience in health management positions preferred and demonstrated clinical and administrative skills.

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. Design, development, modification, testing, implementation, maintenance, and security of existing MCN Health quality management systems, Policy Manager, Strategic Quality Support System, and Press Ganey.
2. Monitor and maintain security and integrity of applications.
3. Assuring software and systems quality and functionality.
4. Communicating new features of version updates to end users.
5. Acts as a resource to end users on application use.
6. Oversees policy activation and approvals through system Quality Oversight Committee and Governing Board including legal review requirements.
7. Documents and records policy reviews and approvals.

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 Waters 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