



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

**POSITION:** Diabetes Program Coordinator/Educator-RN-Council Oak  
**VACANCY ANNOUNCEMENT:** CN-24-49

**STARTING SALARY:** Negotiable  
**COSING DATE:** Open Until Filled

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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.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of this position is to provide diabetes self-management education and supplemental diabetes care that supports the Local Clinic staff in providing initial, routine, urgent, annual, follow-up, and specialty care to persons with diabetes. The incumbent will work with both the staff of the Diabetes Prevention and Management Program and the Local Clinic staff to accomplish job tasks. Incumbent supervises Diabetes Program Clerk. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

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**REQUIREMENTS:** Candidates must meet the following requirements:

Graduation as a BSN RN curriculum from an accredited professional school of Nursing or completion of a program (ACEND) accredited by the Accreditation Council for Nutrition and Dietetics is preferred. Three (3) years relevant experience is preferred. Must possess current State of Oklahoma Registered Nursing License or State of Oklahoma Registered Dietitian License. Certification as a Diabetes Educator (CDE) is preferred.

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**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. High degree of knowledge in health care delivery and quality improvement
2. High degree of knowledge and skills in providing preventive and treatment interventions to persons with diabetes in outpatient settings including initial, routine, urgent, annual, follow-up, and complication care.
3. Knowledge of ADA, IHS, MCNDH and Diabetes Program guidelines, regulations, policies, and procedures
4. Knowledge and skills in program development and program evaluation
5. Ability to plan and coordinate diabetes activities within the clinic and community setting.
6. A high level of communication and coordination skills to maintain group effort for initiating, maintaining, and improving quality care within available or attainable resources.
7. High degree of knowledge and skills in staff development to orient, train and evaluate Local Diabetes Program staff in primary, secondary and tertiary prevention.
8. Ability to provide case management to patients with diabetes using current diabetes care standards and team-derived clinical and educational guidelines.
9. Ability to effectively provide diabetes education to groups and individuals.
10. High degree of knowledge in diabetes self-management education and standards required by the American Diabetes Association's Recognition program.
11. Knowledge of cultural competencies in the Native American Indians relevant to diabetes and its prevention and care
12. Ability to coordinate, plan and schedule program activities within the Clinic.
13. Ability to communicate courteously and effectively with patients and their families, medical and administrative staff, health care professionals and the general public, both orally and in writing.
14. Ability to utilize a personal computer in a Windows environment.
15. Ability to maintain a confident professional demeanor.

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**APPLICATION PROCEDURES:** Apply online at [www.creekhealth.org](http://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.

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Staffing Coordinator

Date