



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

POSITION: Occupational Health Nurse Manager-Council Oak
VACANCY ANNOUNCEMENT: CN-24-85

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 purpose of the position is to develop, implement, and evaluate an effective employee health program for the MCNDH inpatient and ambulatory facilities by providing education regarding employee healthcare and maintaining Employee Health requirements to the clinical and administrative staff in order to deliver and maintain the highest level of quality healthcare possible. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree in Nursing (BSN) is required. Two (2) years' relevant experience as an Employee Health Nurse is preferred. Must possess Current State of Oklahoma Nursing License. COHN or the COHN-S certification preferred or must obtain after two (2) years.

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 nursing care principles, ethics, intervention, practices, and processes required to assess nursing needs.
 2. Knowledge of a wide variety of medical disorders, normal course of diseases, potential complications, and individual therapeutic interventions.
 3. Skills in recognizing and determining possible causes for infectious diseases.
 4. Must have strong computer and research skills to ensure they remain up to date with new developments, best practices, and standards of care within the field of healthcare.
 5. Knowledge of federal, tribal, and state regulations regarding healthcare facilities.
 6. Demonstrated knowledge and skill in human relations, public speaking, organization, and presentation to groups large and small.
 7. Ability to communicate courteously and effectively with MCNDH administrative and medical staff, patients and their families, Tribal and Non-Tribal health care professionals, and the general public both orally and in writing.
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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