



## Human Resources

### P.O. Box 1118

### Okmulgee, OK 74447

**POSITION:** Care Coordinator (MAT Grant)-Muskogee  
**VACANCY ANNOUNCEMENT:** CN-24-116

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

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The Muskogee (Creek) Nation Department of Health (MCNDH) provides comprehensive health care services to Native Americans living within the Muskogee (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 the position is to provide case management for patients in the Pain Pathway Opioid Response Program. The incumbent will perform Opioid Risk Tool screenings and perform intakes if patients meet grant criteria. The incumbent will initiate referrals when needed, monitor patient progress, and coordinates their care. The incumbent will perform other duties as assigned. The Case Manager will consistently display behavior that enhances the image of the health care system as evidenced by professional and courteous behavior toward all customers and co-workers. This position is located at the Muskogee Healing & Recovery Center in Muskogee, OK.

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

A Bachelor's Degree in Nursing (BSN) received from an accredited school of professional nursing is preferred. Candidates that have completed an Associate's Degree or other program of at least two (2) years in nursing or a related field may also be considered. A minimum of one (1) year related experience in a relevant job position, with preference given to those with a history of substance abuse case management. Experience in substance abuse and mental health program implementation and management is preferred. Must possess valid applicable State of Oklahoma licensure as required. Case Management Certification is preferred. Current driver's license and insurable to drive government vehicle is required.

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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. Strong assessment skills.
2. Knowledge of all aspects of case management for substance abuse treatment and Medication-Assisted Treatment (MAT).
3. Knowledge of Grant Federal guidelines and MCNDH policies and procedures as they relate to patient care management.
4. Knowledge of Privacy Act and other related regulations with regards to confidentiality and the release of medical information.
5. Ability to communicate and interact effectively with patients and their families, staff members, other MCNDH employees, tribal officials, and the public both orally and in writing.
6. Knowledge of patient teaching/counseling techniques.
7. Knowledge of regulations regarding pre-certification, etc., of various insurance companies and other sources of patient assistance programs.
8. Ability to communicate and accept varied lifestyles, healing methods, and practices.
9. Must be computer literate; Basic knowledge of EHR and Microsoft Office Suite is required.
10. Ability to make critical decisions independent of immediate supervision in the system development while also utilizing an interdisciplinary team.
11. Ability to maintain a professional demeanor and maintain strict confidentiality.

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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.