



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

**POSITION:** CHS External Care Manager-Okmulgee/Okemah  
**VACANCY ANNOUNCEMENT:** CN-24-123

**STARTING SALARY:** Negotiable  
**CLOSING 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 facilitate and expedite CHS referrals throughout the Muscogee (Creek) Nation Department of Health by providing day-to-day management for individual patients within the CHS system. This position is located at the CHS Central Office in Okmulgee, OK or Okemah, OK.

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

Candidates who have graduated from an associate degree program or other program of at least two (2) years in a health care curriculum may be considered. A minimum of one (1) year related experience in a relevant job position 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. Knowledge of all aspects of Contract Health Services in a tribal PL 93-638 environment. Knowledge of IHS and Health System policies and procedures related to CHS.
2. Knowledge of acceptable standards of nursing practices, principles, and theories.
3. Knowledge of the Privacy Act and other related regulations with regards to confidentiality and the release of medical information.
4. Ability to communicate and interact effectively with patients and their families, staff members, other employees, tribal officials, and the public both orally and in writing.
5. Knowledge of patient teaching/counseling techniques.
6. Knowledge of regulations regarding pre-certification, etc., of various insurance companies.
7. Ability to communicate and accept varied lifestyles, healing methods and practices.
8. Knowledge and skill to utilize a PC in a Windows environment and to operate other necessary office equipment.
9. Ability to communicate courteously and effectively with 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 [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 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