



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

POSITION: Outpatient Therapy Manager-Physical Rehab Center
VACANCY ANNOUNCEMENT: CN-24-126

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, direct and coordinate Outpatient Physical Therapy, Occupational Therapy, and Speech-Language Pathology. This position is located at the Muscogee (Creek) Nation Outpatient Physical Rehabilitation Center located in Okmulgee, OK. Incumbent is under direct supervision of the Hospital Administrator. This is a non-exempt position applicable to the provisions of the FLSA.

REQUIREMENTS: Candidates must meet the following requirements:

Completion of an accredited program for Physical Therapists or Occupational Therapists recognized by the Commission on Accreditation of Physical Therapy or Occupational Therapy Education or approved successor organization. A minimum of five (5) years of relevant rehabilitation experience is required plus two (2) years of supervisory experience is preferred. Incumbent must possess current State of Oklahoma Licensure for Physical Therapist or Occupational Therapist. CPR certification is required.

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 and experience of the principles and procedures of Physical Therapy or Occupational Therapy and its relationship to health, treatment and prevention of disability, quality of life issues and the value of interdisciplinary interaction through supervision and monitoring of a Physical Therapy or Occupational Therapy Program.
 2. Ability and skill in assessment, planning and carrying out treatment modalities, patient education and discharge planning for a variety of inpatient and outpatient situations.
 3. Knowledge of major aspects of patient management such as evaluation, treatment plan and administration.
 4. Knowledge of personnel and rehab services management practices, methods, and principles.
 5. Ability to develop and monitor quality assurance plans in accordance with pertinent rules, standards, regulations, policies, and procedures as applicable.
 6. Ability to plan, organize and prioritize work.
 7. Ability to communicate effectively with patients, medical staff, administrative staff, 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.

Staffing Coordinator

Date