



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

**POSITION:** Benefits Coordinator-(HR)-PRC/COCH  
**VACANCY ANNOUNCEMENT:** CN-24-143

**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 provide human resource support in the administration of Muscogee (Creek) Nation Department of Health employee benefit related programs and activities. This position is located at the Physical Rehab Center in Okmulgee, Ok and/or Council Oak Comprehensive Healthcare in Tulsa, Ok.

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

Associates Degree in a Business-related field. A Bachelor's Degree is preferred. Two (2) years of experience in employee benefits administration.

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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 pertinent rules, regulations, policies and procedures in employee compensation and benefits.
2. Ability to establish operating requirements for carrying out the benefit functions consistent with all applicable policies, guidelines and regulations.
3. Ability to communicate and interact effectively with managers, employees, tribal officials, and the public both orally and in writing.
4. Ability to manage multiple projects and adhere to multiple deadlines with minimal supervision.
5. Ability to deal in a professional manner with a broad range of individuals on a daily basis in the completion of the duties required.
6. Ability to utilize a personal computer with Windows and MS Office programs.

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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