



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

POSITION: Care Coordinator/Admin. Asst.-BHS Sapulpa
VACANCY ANNOUNCEMENT: CN-24-155

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 ensure a holistic, whole-person approach to providing patient support, referrals, and resource links in Pediatric Integrated Care. The Care Coordinator will be responsible for maintaining contact and follow up care to patients identified by Behavioral Health Consultants. Care Coordinators will be in the Sapulpa Clinic location, but also asked to float to other clinics at times. Incumbent reports directly to the BH2I Project Director.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree or (3) years' work experience is required. A minimum of one (1) year work experience. A valid Oklahoma Driver's License is required. Eligibility for Case Management certification is preferred but not 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 of social services programs and available community resources.
2. Skill in interpersonal and human relations, including teaming and collaboration abilities.
3. Skills in crisis intervention.
4. Ability to work as a team member with other staff to achieve the goals and objectives of the program.
5. Ability to follow BHS guidelines, IHS guidelines and established Policies and Procedures.
6. Ability to utilize a personal computer and its applications in a Windows environment.
7. Ability to exercise sound independent judgement establishing work priorities.
8. Ability to meet assignment deadline and interpret established policies and procedures.
9. Ability to maintain strict consumer confidentiality at all times.
10. Ability to maintain a confident, professional demeanor.
11. Ability to work in an interdisciplinary setting.
12. Willingness to learn and navigate the system, being a main point of contact for shared patients and families with the ability to confidently answer questions for patients and families.
13. Other Case Management/Coordination duties that may be assigned.
14. Ability to assess and determine a patient's needs.
15. Administrative Assistant duties as assigned.

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