



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

POSITION: Security Officer-Council Oak
VACANCY ANNOUNCEMENT: CN-24-13

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 Muscogee Creek Nation Department of Health (MCNDH) security officers are employed to protect lives and physical property. Their main duty is to enforce the rules, regulations, and procedures of the MCNDH. Security officers are to control access and prevent trespass, loss, or damage to the MCNDH property. Represent the MCNDH by providing guidance to authorized visitors and other MCNDH property. Manage traffic flow and deter criminal activity on the MCNDH property. This position is located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

REQUIREMENTS: Candidates must meet the following requirements:

High School Diploma or GED equivalent is required. One (1) year of relevant work experience in same or related setting. Valid C.L.E.E.T Armed license (Council on Law Enforcement Education and Training) is required. Basic Life Support (BLS) training shall be completed within 60 days of hire and kept current. Nonviolent Crisis Intervention Training shall be completed within 90 days of hire and kept current. Obtain Hazwoper 1st Receiver Awareness Certification within the first year of hire.

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. Ability to confront adverse and potential hostile situations and resolve tactfully and safely.
 2. Skill and ability to make quick decisions and apply safety/security knowledge in emergency situations.
 3. Ability to digitally document incidents and maintain a filing system composed of required reporting materials.
 4. Ability to communicate courteously and effectively with patients, MCNDH Staff, Tribal and Non-Tribal contractors, governmental agencies, vendors as well as the public, both orally and in writing.
 5. Ability to accurately document daily patrol activities and incidents as needed.
 6. Knowledge of Microsoft Office Word, Excel, PowerPoint, and Adobe.
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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 Waters 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