



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

**POSITION:** Director of Outpatient Nursing – Council Oak  
**VACANCY ANNOUNCEMENT:** CN-24-185

**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, two 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 leadership, direction, and management in the planning, development, implementation, and evaluation of the Muscogee Nation Department of Health outpatient nursing program in a manner that provides quality care; maximize the human and material resources; participate with the Health Administrators, Clinical Directors, and other staff in management activities of the assigned outpatient service location; and represent the nursing department in interactions with other departments, agencies, consumers, and the public. This position will be located at the Council Oak Comprehensive Healthcare in Tulsa, OK.

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

A Master's Degree in Nursing (MSN) preferred. Minimum of 5 years of experience in nursing/healthcare/hospital management. Current Registered Nurse (RN) license from Oklahoma Board of Nursing and BLS certification required.

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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. Professional knowledge of nursing care principles, ethics, practices and processes required to assess the nursing needs in a outpatient clinical setting.
2. Knowledge and skill required by the position includes administrative, program, or managerial experience in such areas as budget management, personnel management, and communications.
3. Knowledge and skill in coordinating the Nursing Department goals to align with the goals of Muscogee Nation Department of Health.
4. Ability and skill to train, motivate and mentor nurse supervisors and nursing staff throughout the Muscogee Nation Department of Health.
5. Establish clear operating priorities to allow teams to make decisions and implement change and be accountable for outcomes; empower each person at their level of responsibility, delegate workload among team members to foster staff involvement.
6. Models effective verbal, non-verbal and written communication; this includes aligning information, promoting understanding, conflict resolution, negotiation, effective listening, and public speaking.
7. Ability to evaluate and make recommendations for the nursing education.
8. Ability to efficiently organize a heavy workload and meet the deadlines that emerge on a daily basis.
9. Ability and skill to motivate and supervise nurse supervisor's and subordinate nursing staff effectively to meet organizational goals and objectives.
10. Ability to deal effectively with many types of individuals in many different situations.
11. Ability to adapt in an evolving and changing business environment.
12. Skill in use of computer and other office equipment.
13. Knowledge of privacy act and maintenance of confidentiality.

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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