



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

**POSITION:** Environmental Support Supervisor - Muskogee  
**VACANCY ANNOUNCEMENT:** CN-24-184

**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 the position is to ensure that a clean and safe environment is maintained within the Muscogee Healing and Recovery Facility for patients and their families, DHA Staff, visitors, and the general public. This is accomplished through supervision of subordinate staff. Incumbent is supervised by the Health System Administrator.

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

High School Diploma or GED equivalent is required. Two (2) years of progressively responsible janitorial training or experience is strongly preferred.

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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. Ability to motivate and effectively supervise subordinate staff to achieve departmental goals and objectives.
2. Knowledge and skill acquired from past janitorial/housekeeping experiences.
3. Working knowledge of basic electrical, plumbing, and carpentry repair will benefit incumbent.
4. Knowledge in the operation and maintenance of the equipment necessary to perform position duties of staff.
5. Skills to deal with people in an effective manner in order to get business accomplished.
6. Ability to deal with individuals in pressing situations in order to resolve problems in the best manner possible.

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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.

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Staffing Coordinator

Date