



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

POSITION: Chief Medical Officer – Council Oak
VACANCY ANNOUNCEMENT: CN-24-196

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, 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.

DESCRIPTION OF ASSIGNMENT: The purpose of this position is to provide general medical direction, management, and supervision of the physician staff of the Muscogee (Creek) Nation Health System (MNHS). Incumbent has responsibility for planning, directing, and evaluating a comprehensive health care program consisting of preventive, curative and community health services. The incumbent shall also have overall responsibility for directing medical services within the jurisdiction of the Muscogee (Creek) Nation. This is an Exempt position applicable to the provisions of the FLSA. The position is located at the Council Oak Comprehensive Healthcare in Tulsa, Ok.

REQUIREMENTS: Candidates must meet the following requirements: A Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) degree is required. A minimum of five (5) years of progressive experience in medical administration is 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.

- a) Knowledge of professional medical care administration and management.
- b) Ability to develop and implement medical health care plans, policies and procedures related to patient care services.
- c) Knowledge of professional accrediting requirements, regulations and policies and the ability to implement them to meet accrediting requirements.
- d) Knowledge of community/public health protocols and skill in establishing priorities and determining resource requirements for implementation.
- e) Knowledge of standards of care concerning routine and complex medical conditions including diagnostic, therapeutic and preventive medicine techniques, and protocols.
- f) Ability to manage medical programs and supervise the work of others.
- g) Ability to meet and deal in recruiting professional medical care providers.

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.

Staffing Coordinator

Date