



# EOC Director/Emergency Management

Koweta

**VACANCY ANNOUNCEMENT:** VA 24-239

**STARTING SALARY:** Negotiable

**CLOSING DATE:** Open Until Filled

Muscogee Nation Department of Health (MCN Health) provides comprehensive health care services to Native Americans living within the Muscogee Nation. MCN Health 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 Director of Environment of Care/Emergency Management is directed to provide the leadership and management necessary to achieve organizational compliance with requirements of the Safety Management, Life Safety, Hazardous Materials (Hazmat), Security, and Emergency Management. As a safety professional, this position will exercise responsibility and accountability for coordinating, collecting, disseminating, and intervening in a manner that anticipates, prevents, and identifies, evaluates, and controls hazards. This role maintains continuous survey readiness through compliance with regulations from a number of regulatory agencies, including the DNV-GL, the Accreditation Association for Ambulatory Health Care (AAAHC), the Occupational Safety and Health Administration (OSHA), the Environmental Protection Agency (EPA), the National Fire Protection Association (NFPA), Tribal, Federal, and State. This role maintains the Safety Program policies and procedures to serve as a resource for the Program Managers and Health System Administrators. This position is located at the Koweta Indian Health Center in Coweta, OK.

**REQUIREMENTS:** Bachelor's degree in occupational safety & health or a related field. Experience may be substituted for education. Five (5) years of experience in the healthcare facility Environment of Care/Emergency Management. Incumbent must possess a valid Oklahoma State driver's license. Certifications in related areas would benefit the incumbent. (FEMA NIMS, Hazmat, IHS).

**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.

- Knowledge of Tribal government systems, public health system and organizational management systems at a corporate level of an organization.
- Knowledge of the DNV-GL, the Accreditation Association for Ambulatory Health Care (AAAHC), the Occupational Safety & Health Administration (OSHA), the National Protection Association (NFPA), and the Emergency Management standards.
- Experience in developing policies and procedures desired.
- FEMA NIMS ICS 100, 200, 700, 800
- Knowledge of hospital/facilities management, clinical, and/or regulatory standards is required.
- Knowledge of the Hospital Incident Command System (HICS) structure
- Experience with the coordination of preparedness, mitigation, response, and recovery processes associated with healthcare emergency management.
- Working knowledge of Federal (National Incident Management System-NIMS), local and regional emergency management systems

- Analytical skills to comprehend and interpret complex regulations, perform data analysis, and communicate results to others are required.
- Knowledge of Microsoft Office Word, Excel, PowerPoint, and Adobe.
- Organizational and project management skills

**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