



Care Coordinator/Administrative Assistant

Okmulgee - BHS

VACANCY ANNOUNCEMENT: VA 24-327

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 position is to organize community prevention activities, training, establishing communication with tribal communities, public schools, coalitions and agencies. The position will assist with the case management needs of patients being seen through the grant. Work is performed in an office setting and on occasion at arranged job sites as required. Some travel and weekend hours may be required. The Care Coordinator will be responsible for maintaining contact and follow up care to patients identified. The Care Coordinator will be assigned to a BH location, but also be asked to float to other clinics at times.

REQUIREMENTS: A Bachelor's Degree is preferred. A minimum of one (1) year relevant work experience. Case Manager Certification or eligibility for certification is recommended (CM cert is needed for Level II status). Prevention Specialist Certification or eligibility for certification is required. Must possess a valid Oklahoma Driver's License and be insurable.

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 social services programs and available community resources.
- Skills in interpersonal and human relations, including teaming and collaboration abilities.
- Skill in crisis intervention.
- Ability to work as a team member with other staff to achieve the goals and objectives of the program.
- Ability to follow BHS guidelines, IHS guidelines and established Policies and Procedures.
- Ability to utilize a personal computer and its applications in a Windows environment.
- Ability to exercise sound independent judgment establishing work priorities.
- Ability to meet assignment deadlines and interpret established policies and procedures.
- Ability to always maintain strict consumer confidentiality.
- Ability to maintain a confident, professional demeanor.
- Basic understanding of Integrated Care and Substance Use.
- Ability to work in an interdisciplinary setting.
- Ability to assess and determine a patient's needs.

- A willingness to learn and navigate the system, being a main point of contact for shared patients and families with the ability to confidently answer questions for patient and families.
- Other duties as assigned

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