



Human Resources
P.O. Box 400
Okmulgee, OK 74447

POSITION: Prevention Specialist-MSPI (BHS)-Okmulgee
VACANCY ANNOUNCEMENT: CN-20-242

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: Conducts prevention activities and implements specific community, school, and organization intervention, training, and outreach in areas related to mental health, substance use, suicide and other behaviorally-related public health problems.

Note: This is a grant funded project. Position is expected to last approximately two (2) years in duration.

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelor's Degree in Human Services or related field is required. A Master's Degree in same or related field is preferred. A minimum of one (1) year relevant work experience. Relevant professional certifications/licensures will benefit incumbent. Valid Oklahoma Driver's License 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.

1. Knowledge in social services programs and available community resources.
2. Skill in crisis intervention.
3. Ability to work as a team member with other staff to achieve the goals and objectives of the program.
4. Ability to courteously and effectively communicate with patients and their families, MCNDH Staff, outside agencies and the general public both orally and in writing.
5. Ability to follow BHS guidelines, IHS guidelines and established Behavioral Health Policies and Procedures.
6. Ability to utilize a personal computer and its applications in a Windows environment, such as Word, PowerPoint, and Excel.
7. Ability to maintain strict consumer confidentiality at all times.
8. Ability to maintain a confident, professional demeanor.
9. Ability to meet assignment deadlines and interpret established policies and procedures.
10. Skill and ability to file, organize and retrieve data and information. Must possess strong organizational skills.
11. Ability to facilitate behavioral health groups for youth.
12. Ability to facilitate trainings for professions, community stakeholders, members of the community, teachers, etc.

APPLICATION PROCEDURES: Apply online at 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 Jeremy Smith at (918) 732-7828. 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