



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

**POSITION:** Dietary Manager-MCNMC/PRC  
**VACANCY ANNOUNCEMENT:** CN-16-98

Re-advertise

**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, 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.

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**DESCRIPTION OF ASSIGNMENT:** The purpose of the position is to provide administrative support to plan and direct the activities and function of the Dietary Department at MCNMC and MCNPRC. Incumbent is responsible for the supervision of dietary staff and day-to-day operations of the Dietary Departments. Technical guidance is provided by the Dietitian.

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

High School Diploma or GED equivalent is required. Incumbent must have successfully completed course work and passed the credentialing examination for Certified Dietary Manager. A minimum of five (5) years relevant experience is required. Must possess valid certification as a Certified Dietary Manager.

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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. Knowledge of administrative practices required to organize, budget, schedule and coordinate the activities of a hospital dietetics program.
2. Knowledge and understanding of federal, tribal and state regulations regarding healthcare facilities.
3. Ability and skill to organize file and retrieve information.
4. Skill in dealing with patients in order to obtain departmental information.
5. Skill and ability in menu planning and preparation of food on a large scale.
6. Ability to communicate courteously and effectively with patients, medical staff, administrative staff, health care professionals and the general public both orally and in writing.
7. Ability to utilize a personal computer in a Windows environment.
8. Ability to maintain a confident professional demeanor.

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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 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.

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Staffing Coordinator

Date