



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

POSITION: Media-Outreach Specialist-TY Suicide Prevention Grant-BHS-Okmulgee **STARTING SALARY:** Negotiable
VACANCY ANNOUNCEMENT: CN-17-30 (Re-Advertise) **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 the position is to provide social marketing and technical assistance of the Suicide Prevention Grant in Indian communities within the designated service area of the Muscogee (Creek) Nation. Position is located within the Behavioral Health Services (BHS) offices in Okmulgee, OK. Incumbent reports directly to the Suicide Prevention Coordinator. This is an exempt position as applicable to the provisions of the FLSA. **Note: This is a grant funded project. Position is expected to last approximately three (3) years in duration.**

REQUIREMENTS: Candidates must meet the following requirements:

A Bachelors 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. A broad-based quality range of knowledge acquired through professional experience in the administration and management of social marketing strategies.
 2. Knowledge of basic accounting principles.
 3. Skill in interpersonal and human relations, including teaming and collaboration abilities.
 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, HIS guidelines and established MCNDH Policies and Procedures.
 6. Ability to utilize a personal computer and its applications in a Windows environment.
 7. Knowledge of photoshop and publications applications.
 8. Ability to maintain strict consumer confidentiality at all times.
 9. 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.

Staffing Coordinator

Date