



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 10/11/2018	Employee Requisition Number	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>HEALTH COORDINATOR</b>			
Pay Grade HG 6	Salary Range \$21,112-25,916	Classification Hourly	
Department: EUFAULA DORMS	Location: Eufaula	Location Code: 102	FT/PT 10-Full time Temporar y

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.  
 MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	The Health Coordinator provides health care for students in grades 1-12.
Principal Duties and Responsibilities:	<ol style="list-style-type: none"> <li>1. Conducts daily screening for students complaining of feeling ill or injured.</li> <li>2. Provide home health care for students too ill to attend school.</li> <li>3. Takes temperatures, cleanse wounds, bandage, counsel, dispenses medication, makes periodical checks on students who are ill for progress, refers to clinic if necessary.</li> <li>4. Pick up students from school and transport to appointments at the Eufaula Indian Health Clinic as well as out of town appointments.</li> <li>5. Schedules any follow-up appointments if needed for medical and dental.</li> <li>6. Picks up all students from school and transport back to dorm or clinic for yearly screenings for vision, hearing, immunizations and physicals.</li> <li>7. Maintains the upkeep of the isolation rooms in both departments (cleans bathroom, stools, and any other duties requested). Keep clean bedding on the beds for the next child.</li> <li>8. Maintains health records on all students enrolled in the dormitory.</li> <li>9. Write and formulates health policy and procedures for the dormitory and updates as needed.</li> <li>10. Treats and clears pediculosis (head lice) according to instructions.</li> <li>11. Other duties as assigned.</li> </ol>
Minimum Requirements:	High school diploma with some background experience in health related field.
Preferred Requirements:	Completion of 96 hours of Nursing Assistant Training with experience in home health care.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Certification in CPR - Basic Life Support. Not required, but certification of training in long-term nursing care.



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#### Competencies:

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.
- Quantity:** Completes work in timely manner.
- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

#### Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:  Up to 50 lbs.  Up to 100 lbs.  Over 100 lbs.  
 Physical Exam Required

#### Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles  Outside weather conditions  Toxic or caustic chemicals  
 Risk of electrical shock  Vibration  Loud Noise

#### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.